



Financials

Providers

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Revision History

05-16-2006:

- Added 'Certification of Complete Reporting' page.
- Moved 'Create Invoices' pages in front of 'View Residential Contract and Invoice History' pages.
- Updated 'Create Invoice' pages for changes with 6/5/06 TNKids build.
- Updated report list.

5-24-2006

- Updated Error Message pages

Provider Login



(Please enter your Username and Password below.)

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Connect"/>	

Prior to using the TNKids Financials application, the user must login to the system.

Steps

Go to the website: <http://www.state.tn.us/youth/providers/index.htm>

Follow the link under Web Applications for TNKids Financial Systems.

Enter your complete email address as the Username.

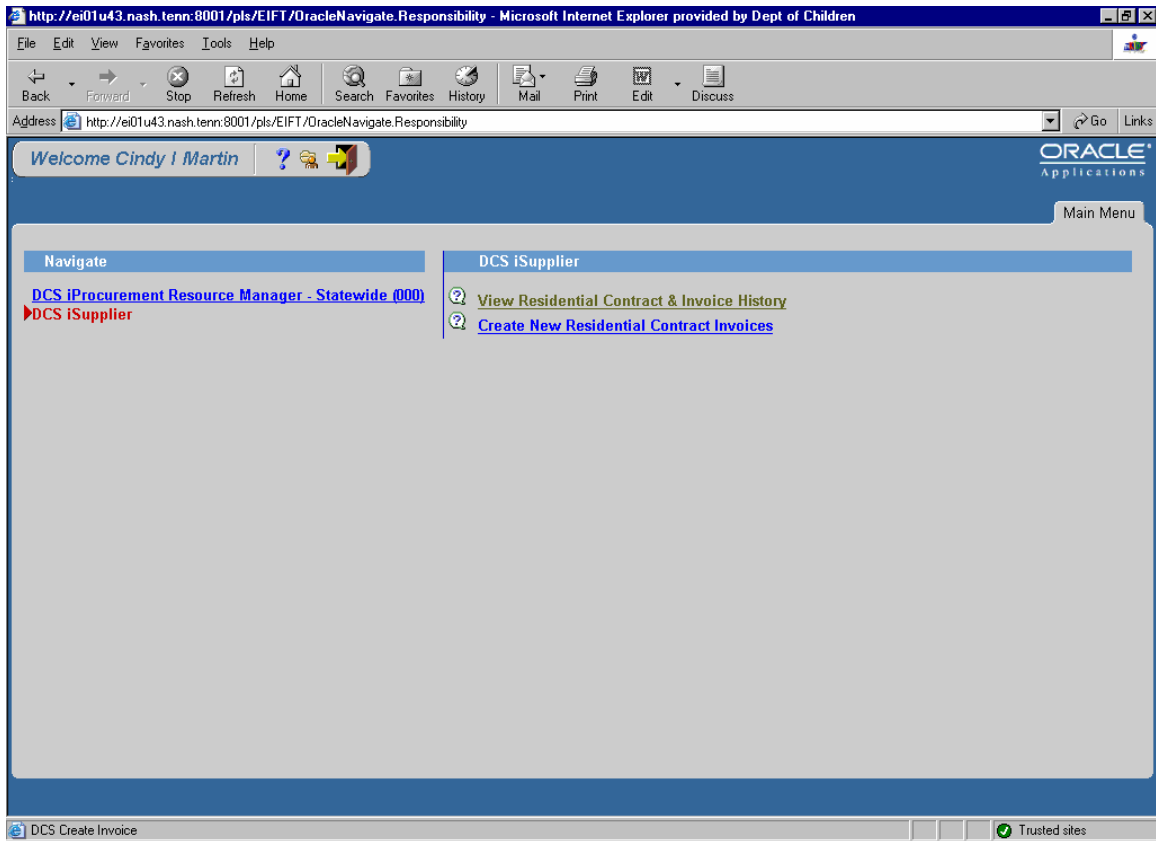
Enter your password.

Click on the box labeled 'Connect'.

Note: To register your email address for use with TNKids Financials, you must call the Child Placement and Private Providers Division at 1-615-741-8905 to obtain a TNKids Access Form. You MUST provide demographic information including your social security number, address, email address, and phone number in order to be registered. You will receive your password by email. If you need your password re-set, call the DCS Help Desk at 1-888-853-4636 for assistance.

Create New Residential Contract Invoices

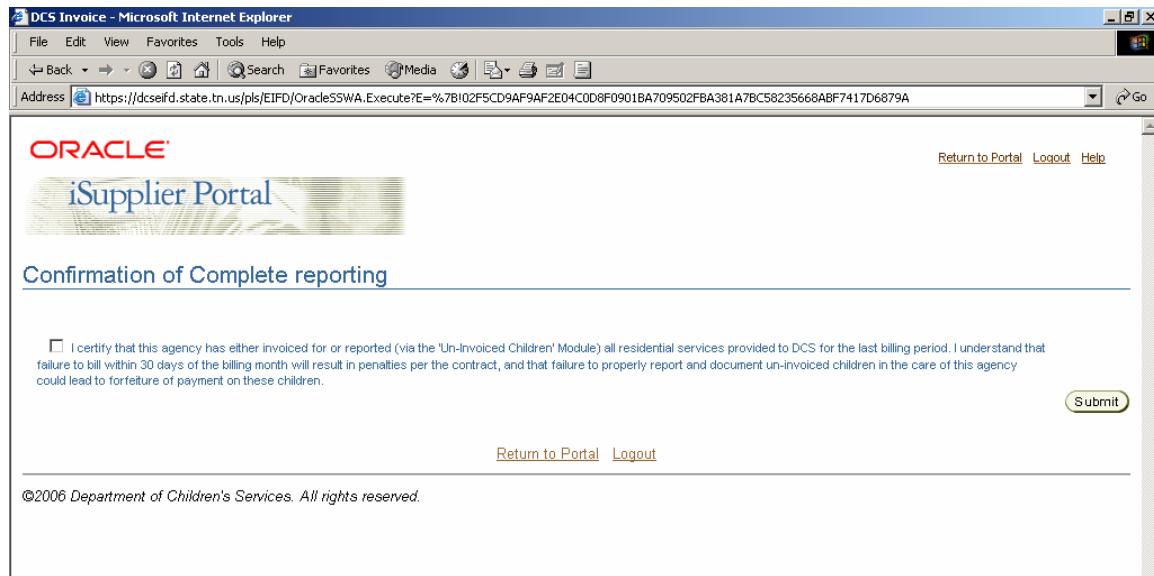
Select the Return to Portal link (top right of each page) to return to the Main Menu.



To Create a New Residential Contract Invoice, select Create New Residential Contract Invoices.

Create New Residential Contract Invoices

If you are entering the billing system for the first time this billing period, you will receive the following 'Confirmation of Complete Reporting' page.



The screenshot shows a web browser window titled "DCS Invoice - Microsoft Internet Explorer". The address bar displays a long URL: <https://dcselfd.state.tn.us/pls/EIFD/OracleSSWA.Execute?E=%7B102F5CD9AF9AF2E04C0D8F0901BA709502FBA381A7BC58235668ABF7417D6879A>. The page header features the Oracle logo and the text "iSupplier Portal". Navigation links include "Return to Portal", "Logout", and "Help". The main heading is "Confirmation of Complete reporting". Below this is a checkbox with the following text: "I certify that this agency has either invoiced for or reported (via the 'Un-Invoiced Children' Module) all residential services provided to DCS for the last billing period. I understand that failure to bill within 30 days of the billing month will result in penalties per the contract, and that failure to properly report and document un-invoiced children in the care of this agency could lead to forfeiture of payment on these children." A "Submit" button is located to the right of the text. At the bottom, there are "Return to Portal" and "Logout" links, and a copyright notice: "©2006 Department of Children's Services. All rights reserved."

The certification statement reads as follows:

'I certify that this agency has either invoiced for or reported (via the 'Un-Invoiced Children' Module) all residential services provided to DCS for the last billing period. I understand that failure to bill within 30 days of the billing month will result in penalties per the contract, and that failure to properly report and document un-invoiced children in the care of this agency could lead to forfeiture of payment on these children.'

If you have not been able to invoice for children served in prior billing months, make sure these children are reported in the 'Un-Invoiced Children Module' before checking this statement and starting invoicing for the current month. The system will not allow you to proceed with invoicing until this statement has been checked.

The system is not available for invoicing before the 4th business day of the month (DCS may change this specific day from time to time. You should be notified if it is changed – such as at year end). If you try to enter the invoicing module during the first 3 business days of the month you will get an error stating: 'Invoicing is not available until the 4th business day of the month. Please try again then.'

Search for Contract to Invoice

This search will provide you with a list of contracts for a given child and/or contract number that are available for invoicing.

The screenshot shows a web browser window titled "DCS Invoice - Microsoft Internet Explorer". The address bar displays a URL: <https://dcselfn.state.tn.us:8004/pls/EIFN/OracleSSWA.Execute?E=%7B102F5CD9AF9AF2E041DB22DC652B6D7E64F336CDF1052502D60C0BE70F738E597>. The page content includes the Oracle logo and the text "iSupplier Portal". Below this, there is a section titled "Residential Contract's Available for Invoicing" with a sub-header "Search for DCS Residential Contracts". The search form contains two input fields: "Child Full Name" with the value "%Johnny%" and "Residential Contract Number". Below the "Child Full Name" field is a small text prompt "Enter Last Name, First Name." and below the "Residential Contract Number" field is a small text prompt "Enter your Residential Contract Number here.". There are "Go" and "Clear" buttons at the bottom of the form. At the bottom of the page, there are links for "Return to Portal" and "Logout", and a copyright notice: "©2004 Department of Children's Services. All rights reserved."

If you would like to invoice for a particular child, you may search for the appropriate contract by entering any or all of the following:

Part of the child's name, preceded and followed by % (wildcard)

For example:

%Johnny%

The exact residential contract number (or a significant portion of the contract number) with % at the start and end of the number

You can bypass this form and show all records available for invoicing by clicking the 'GO' button.

Search for Contract - Continued















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Return to Portal Logout Help

iSupplier Portal

Residential Contract's Available for Invoicing

Search Results: Child Name: Sharan, Iuntun

Create Invoice	Residential Contract	Release Date	Fiscal Year	Child Name	Child Info	Region	Placement Type	Placement Type Description	Bed Days Authorized	Dates Un-Invoiced	Bed Days Invoiced	Price per Day
<input checked="" type="checkbox"/>	KISHLVL2C-16	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	4		0	\$149.45
<input checked="" type="checkbox"/>	KISHLVL2C-15	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	3		0	\$149.45
<input checked="" type="checkbox"/>	KISHORITG-60	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 2 CONT PLACEMENT	Level 2 Continuum Placement	1		0	\$87.18
<input checked="" type="checkbox"/>	KISHORITG-59	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	1		0	\$149.45
<input checked="" type="checkbox"/>	KISHORITG-58	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 2 CONT PLACEMENT	Level 2 Continuum Placement	1		0	\$87.18
<input checked="" type="checkbox"/>	KISHORITG-57	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 4 PLACEMENT	Level 4 Placement	1		0	\$312.00
<input checked="" type="checkbox"/>	KISHORITG-56	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 2 CONT PLACEMENT	Level 2 Continuum Placement	1		0	\$87.18
<input checked="" type="checkbox"/>	KISHORITG-55	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 4 PLACEMENT	Level 4 Placement	1		0	\$312.00

 Trusted sites

If your search returns more than one record, or if you leave the search criteria blank, you will see multiple rows on the 'Residential Contracts Available for Invoicing' page.

Effective with the release of the new TNKids build on 6/5/2006, there are a couple of minor changes to this page. With the new build, Financials is only concerned with 'paid' days. Financials is no longer tracking placement locations, breaks, etc. TNKids only sends to Financials dates that are available for payment. This simplifies invoicing: if a child has a break in the middle of the month, as long as it is a paid break, invoice the entire month on one invoice. If there is an unpaid break in the month, you will invoice against two separate authorizations; one before the break, and another after the break.

Search for Contract - Continued

If the child had a break that is entered in TNKids, you will notice the 'Residential Contract' column has a link. Click on the link to display the break details:

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[Return to Portal](#) [Logout](#) [Help](#)

Residential Contract's Available for Invoicing

Search Results: Child Name: Sharan, Iuntun

Create Invoice	Residential Contract	Release Date	Fiscal Year	Child Name	Child Info	Region	Placement Type	Placement Type Description	Bed Days Authorized	Dates Un-Invoiced	Bed Days Invoiced	Price per Day
<input checked="" type="checkbox"/>	KISHLVL2C-16	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	4		0	\$149.45
<input checked="" type="checkbox"/>	KISHLVL2C-15								3		0	\$149.45
<input checked="" type="checkbox"/>	KISHORITG-60								1		0	\$87.18
<input checked="" type="checkbox"/>	KISHORITG-59								1		0	\$149.45
<input checked="" type="checkbox"/>	KISHORITG-58								1		0	\$87.18
<input checked="" type="checkbox"/>	KISHORITG-57								1		0	\$312.00
<input checked="" type="checkbox"/>	KISHORITG-56								1		0	\$87.18
<input checked="" type="checkbox"/>	KISHORITG-55								2		0	\$312.00

DCS Invoice - Child Break Info - Microsoft Internet Explorer

Child Information (Break Dates)

Authorization Start Date: 01-31-2006 Authorization End Date: 02-03-2006

Type	Begin Date	End Date
RWY	02-01-2006	02-02-2006

Providers should verify that breaks are properly recorded by checking this pop up window prior to invoicing. This will minimize debit memos when breaks are recorded in the system late, affecting invoiced dates.

Search for Contract - Continued

You will also see the break details if you click on the 'Child Info' folder:

Residential Contract's Available for Invoicing

Search Results: Child Name: Sharan, Iuntun

Create Invoice	Residential Contract	Release Date	Fiscal Year	Child Name	Child Info	Region	Placement Type	Placement Type Description	Bed Days Authorized	Dates Un-Invoiced	Bed Days Invoiced	Price per Day
<input checked="" type="checkbox"/>	KISHLVL2C-16	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	4		0	\$149.45
<input checked="" type="checkbox"/>	KISHLVL2C-15	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	3		0	\$149.45
<input checked="" type="checkbox"/>	KISHORITG-60	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	1		0	\$87.18
<input checked="" type="checkbox"/>	KISHORITG-59	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	1		0	\$149.45
<input checked="" type="checkbox"/>	KISHORITG-58	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	1		0	\$87.18
<input checked="" type="checkbox"/>	KISHORITG-57	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	1		0	\$312.00
<input checked="" type="checkbox"/>	KISHORITG-56	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	1		0	\$87.18
<input checked="" type="checkbox"/>	KISHORITG-53	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	3		0	\$312.00

DCS Invoice - Child Info - Microsoft Internet Explorer

Child Information (Current Authorization Dates)

Authorization Start Date	01-31-2006
Authorization End Date	02-03-2006
Child ID	59814
Child Name	Sharan, Iuntun
Child DOB	01-01-2006
Child SSN	233324443
Child Gender	M
Child Race	American Indian/Alaska Native

Type	Begin Date	End Date
RWY	02-01-2006	02-02-2006

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Search for Contract - Continued

Residential Contract's Available for Invoicing

Search Results:

Create Invoice	Residential Contract	Release Date	Fiscal Year	Child Name	Child Info	Region	Placement Type	Placement Type Description	De-Authorization	Bed Days Authorized	Dates Un-Invoiced	Bed Days Invoiced	Price per Day
<input checked="" type="checkbox"/>	TR130-5	07-08-2004	2005	Jenkins4,Johnny		Southeast	LEVEL 1	Level 1 Placement		120		0	\$50.04
<input checked="" type="checkbox"/>	TR130-4	04-28-2004	2004	Jenkins4,Johnny		Southeast	LEVEL 1	Level 1 Placement		45		27	\$50.04
<input checked="" type="checkbox"/>	TR130-3	04-28-2004	2004	Workman4,Shelia		Southeast	LEVEL 1	Level 1 Placement		8		0	\$50.04
<input checked="" type="checkbox"/>	TR130-2	04-28-2004	2004	Yates4,Anne		Southeast	LEVEL 1	Level 1 Placement		7		0	\$50.04

[Return to Portal](#) [Logout](#)

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If you get a long list when you reach this page, you can refine your search for the child using your menu option 'Edit, Find (on This Page)...' in Internet Explorer.

Type in a portion of the child's name and select 'Find Next'. If the hi-lighted name is not the one you are looking for, just click 'Find Next' again until the correct name is located.

Residential Contract's Available for Invoicing

Search Results:

Create Invoice	Residential Contract	Release Date	Fiscal Year	Child Name	Child Info	Region	Placement Type	Placement Type Description	De-Authorization	Bed Days Authorized	Dates Un-Invoiced	Bed Days Invoiced	Price per Day
<input checked="" type="checkbox"/>	TR130-5	07-08-2004	2005	Jenkins4,Johnny		Southeast	LEVEL 1	Level 1 Placement		120		0	\$50.04
<input checked="" type="checkbox"/>	TR130-4	04-28-2004	2004	Jenkins4,Johnny		Southeast	LEVEL 1	Level 1 Placement		45		27	\$50.04
<input checked="" type="checkbox"/>	TR130-3	04-28-2004	2004	Workman4,Shelia		Southeast	LEVEL 1	Level 1 Placement		8		0	\$50.04
<input checked="" type="checkbox"/>	TR130-2	04-28-2004	2004	Yates4,Anne		Southeast	LEVEL 1	Level 1 Placement		7		0	\$50.04

[Return to Portal](#) [Logout](#)

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Contracts Available for Invoicing













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iSupplier Portal

Return to Portal Logout Help

Residential Contract's Available for Invoicing

Search Results: Child Name: Sharan, Iuntun

Create Invoice	Residential Contract	Release Date	Fiscal Year	Child Name	Child Info	Region	Placement Type	Placement Type Description	Bed Days Authorized	Dates Un-Invoiced	Bed Days Invoiced	Price per Day
<input checked="" type="checkbox"/>	KISHVL2C-16	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	4		0	\$149.45
<input checked="" type="checkbox"/>	KISHVL2C-15	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	3		0	\$149.45
<input checked="" type="checkbox"/>	KISHORITG-60	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 2 CONT PLACEMENT	Level 2 Continuum Placement	1		0	\$87.18
<input checked="" type="checkbox"/>	KISHORITG-59	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 3 CONT PLACEMENT	Level 3 Continuum Placement	1		0	\$149.45
<input checked="" type="checkbox"/>	KISHORITG-58	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 2 CONT PLACEMENT	Level 2 Continuum Placement	1		0	\$87.18
<input checked="" type="checkbox"/>	KISHORITG-57	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 4 PLACEMENT	Level 4 Placement	1		0	\$312.00
<input checked="" type="checkbox"/>	KISHORITG-56	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 2 CONT PLACEMENT	Level 2 Continuum Placement	1		0	\$87.18
<input checked="" type="checkbox"/>	KISHORITG-55	03-08-2006	2006	Sharan, Iuntun		Southeast TN	LEVEL 4 PLACEMENT	Level 4 Placement	2		0	\$312.00

Based upon the search criteria entered, the search results will display all contracts that are available for invoicing. You may sort these results by any of the column headings that are underlined by clicking on the column heading. The default sort order is release date (most recent first).

Child Information

DCS Invoice - Child Info - Microsoft Internet Explorer

Child Information (Current Authorization Dates)

Authorization Start Date	01-31-2006
Authorization End Date	02-03-2006
Child ID	59814
Child Name	Sharan, Iuntun
Child DOB	01-01-2006
Child SSN	233324443
Child Gender	M
Child Race	American Indian/Alaska Native

Type	Begin Date	End Date
RWY	02-01-2006	02-02-2006

To view additional child information for verification prior to submitting an invoice, click on the 'Child Info' folder next to the child's name.

Dates Un-invoiced

DCS Invoice - Invoice Info - Microsoft Internet Explorer		
Dates Un-Invoiced		
Authorization Start Date 06-29-2005		Authorization End Date 06-30-2005
Service Start Date	Service End Date	# of Days
06-29-2005	06-30-2005	2

To view the Dates Un-Invoiced for a particular child, click on the 'Dates Un-Invoiced' folder on the line with the child's name.

Create Invoice

The screenshot shows a web browser window titled "DCS Invoice - Microsoft Internet Explorer". The address bar displays the URL: https://dcseifd.state.tn.us/pls/EIFD/dcs_invoice.create_invoice?p_child_name=Sharan,%20Juntun&p_po_number=KISHORITG&p_auth_start_date=01-27-2006&p_auth_end_date=. The page features the Oracle iSupplier Portal logo and navigation links: [Return to Portal](#), [Logout](#), and [Help](#).

The main heading is "Residential Contract Invoice". Below it is a table with the following data:

Child Name	Child ID	Contract #	Placement Type Description	Auth Start	Auth End
Sharan, Juntun	59814	KISHORITG-60	Level 2 Continuum Placement	01-27-2006	01-27-2006

Below the table are input fields for:

- Invoice Number (with a note: "Invoice Number Limited to Twelve Characters")
- Service Start Date (with a calendar icon and a note: "Format MM-DD-YYYY example (05-16-2006)")
- Service End Date (with a calendar icon and a note: "End Date should be no later than the last day of the month")

A certification checkbox is present with the following text:

☐ I certify that the contract and service dates are accurate for this child. I further acknowledge pursuant to the contract, that I have fully reported all placement changes and dates of services, and recognize that failure to do so at this time could result in penalties. I understand that payment and satisfaction of these claims will be from Federal and State funds, and that any false claims, statements, documents, or concealment of a material fact, may be prosecuted under applicable Federal and/or State laws.

At the bottom right is a "Review & Submit" button. At the bottom center are links: [Return to Portal](#) and [Logout](#). The footer text reads: "©2006 Department of Children's Services. All rights reserved."

When you find the appropriate child, click on the 'Create Invoice' checkbox. You must enter an Invoice Number, Service Start Date, and Service End Date. To enter the dates, you may either enter them in the format MM-DD-YYYY or use the calendar icons to choose the appropriate dates. This form has been recently updated to include the 'Placement Type Description'. Verify that you are invoicing the appropriate services for this child. If the available authorization is not correct for the dates you need to invoice; contact the regional resource manager to get the authorization corrected.

Note: The County of Service is no longer required.

Before you can submit an invoice you must read and check the certification checkbox. The certification statement says:

I certify that the contract and service dates are accurate for this child. I further acknowledge pursuant to the contract, that I have fully reported all placement changes and dates of services, and recognize that failure to do so at this time could result in penalties. I understand that payment and satisfaction of these claims will be from Federal and State funds, and that any false claims, statements, documents, or concealment of a material fact, may be prosecuted under applicable Federal and/or State laws.

After certifying the accuracy of the invoice, click on the 'Review and Submit' button. The Invoice Description defaults to Child ID and Name, which cannot be edited.

Create Invoice - Continued

General invoice rules:

You must select a unique invoice number for each invoice submitted. The invoice field is limited to 12 digits.

Invoices must fall within one calendar month.

You can usually submit one invoice for the entire month if all days in the month are payable and for the same contracted service. Most authorizations will run through the end of the month, or the final night of service. Occasionally there may be multiple authorizations for one month; in which case you will have to submit multiple invoices (this will be infrequent).

You cannot invoice prior to the end of the month. You will get errors if you attempt to submit an invoice with dates after today's date.

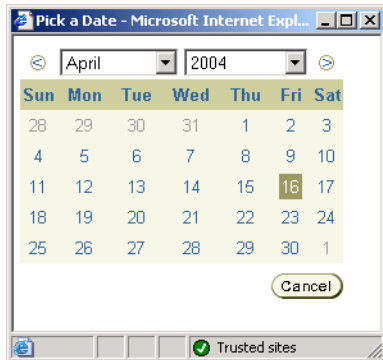
Required Invoice Information

Invoice Number – Chosen by the Provider

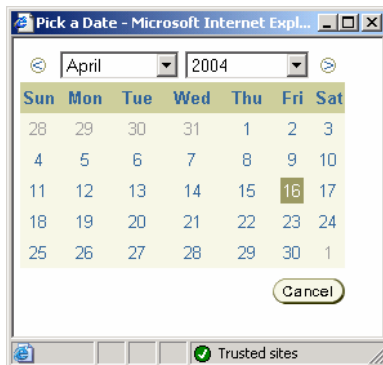
Invoice Number

Invoice Number Limited to Twelve Characters

Service Start Date



Service End Date



Review & Submit Invoice

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[Return to Portal](#) [Logout](#) [Help](#)

Residential Contract Invoice

Final Review
Invoice LKM_091505C is ready to Submit. If all information is correct, click on the Submit button. If corrections need to be made, click on the Cancel button to begin again. Once you submit the Invoice, it will go to the Accounts Payables office for review and payment. Any corrections needed after submission, will require you to contact the Payables office.

Child Name	Child ID	Contract #	Placement Type Description	Invoice #	Service Start	Service End	Bed Days	Amount
Stock, [REDACTED]	2358	H3C000031-110	Level 3 Continuum Placement	LKM_091505C	07-01-2005	07-31-2005	31	\$4,632.95

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Review the information for accuracy and, if correct, click 'Submit'.

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iSupplier Portal

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Residential Contract Invoice

Confirmation
Invoice LKM_091505C was submitted to our Accounts Payable department on 09-15-2005. After the invoice has been processed, you can query its status by using the Residential Invoices - View Payment Tab from the View Residential Contract | Invoice Link on the Home Page.

This Invoice has been sent to Baylor, Jimmie R for Approval. Once Approved, it will be paid.

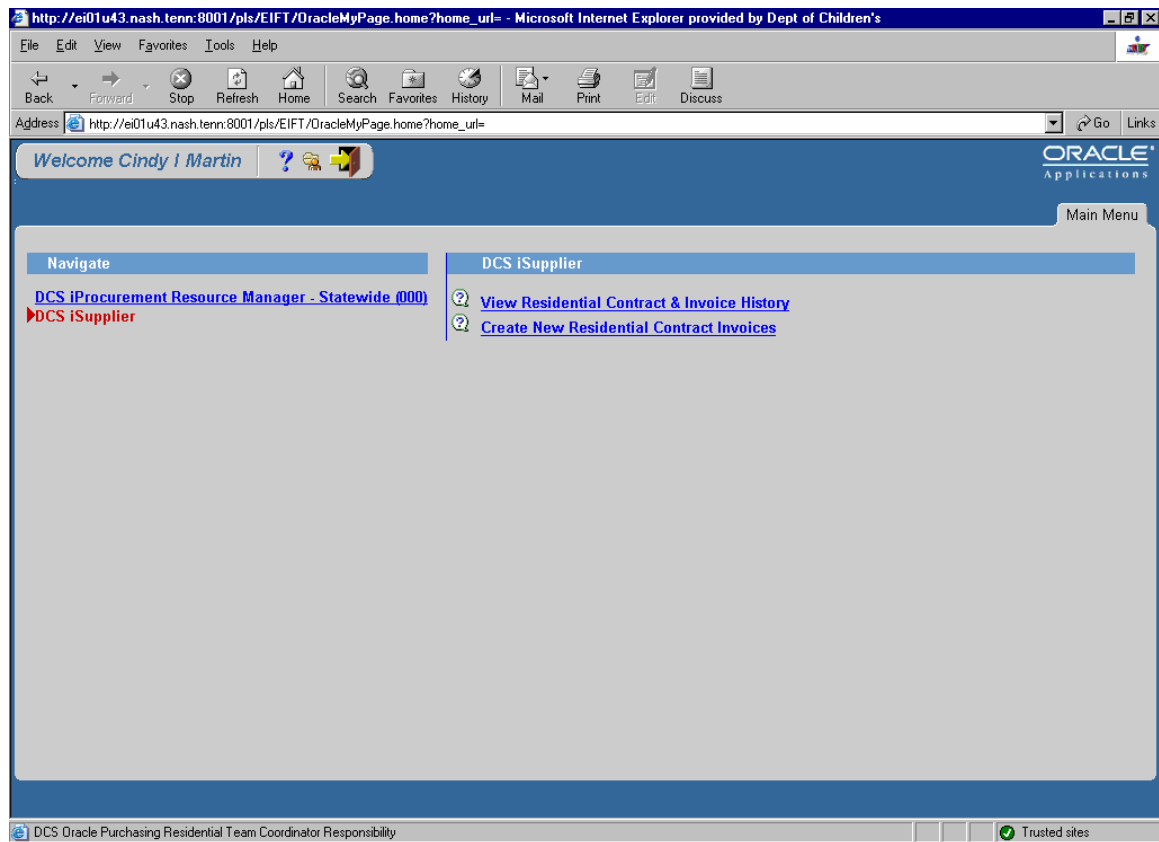
Child Name	Child ID	Contract #	Placement Type Description	Invoice #	Service Start	Service End	Bed Days	Amount
Stock, [REDACTED]	2358	H3C000031-110	Level 3 Continuum Placement	LKM_091505C	07-01-2005	07-31-2005	31	\$4,632.95

[Back to Search for DCS Residential Contracts](#) [Return to Portal](#) [Logout](#)

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A Confirmation will be displayed to verify that the invoice was successfully submitted for approval. If you want to print a separate page for each invoice, use the Print icon in the menu to print this page before you proceed. If you want to print all of your invoices in one document for the month use the DCS Vendor Submitted Invoices Report (see details in Discoverer Reports section below).

Navigation – View Residential Contract and Invoice History



From the Main Menu, the navigation screen above will appear. As a Provider, you will choose 'DCS iSupplier'.

Click on the 'View Residential Contract & Invoice History' link.

iSupplier Portal Home Page

Pos Home Page - Microsoft Internet Explorer provided by Dept of Children's Services

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address [gionApplicationId=177&menu=Y&OAHF=ISP_HOMEPAGE_MENU&OASF=POS_HOME&SRMApp=ISP&dbc=ei01u33_eif&language_code=US&transactionid=306926A0A7094F04](#) Go Links

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iSupplier Portal

Return to Portal Logout Help

Home Residential Contracts Residential Invoices

Search Contract Number Go

Notifications [Full List](#)

Subject	Date	Priority
Residential Release FA035B-1 has been approved	04-08-2004	Normal
Authorization 400086 has been approved	04-08-2004	Normal
Residential Release jmf0123452-2 has been approved	02-20-2004	Normal
Authorization 4016 has been approved	02-20-2004	Normal
Residential Release SS1002-3 has been approved	02-20-2004	Normal

Authorized Releases at a Glance [Full List](#)

Contract-Release	Contract Description
SS7708	Test for Scott
TR683	Training Contract (THERAPEUTIC INTERVENTIONS, INC.)-3
TR682	Training Contract (THERAPEUTIC INTERVENTIONS, INC.)-2
TR681	Training Contract (THERAPEUTIC INTERVENTIONS, INC.)-1
FA0111-3	Replace Contract FA011A for Level 4 to Level 1

Orders

- [Residential Contracts](#)
- [Residential Contract Releases](#)
- [Residential Contract & Release History](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

Done Trusted sites

The Residential Contract & Invoice History Home Page will appear. On this home page, there are two major sections: Notifications and Authorized Releases at a Glance.

The
Orders
Invoices
Payments

section on the right includes links to existing Contracts, Invoices, and Payments. You can navigate back to the previous screen (called the Portal) by clicking on the link on the top right of the page labeled 'Return to Portal'.

Search

Pos Home Page - Microsoft Internet Explorer provided by Dept of Children's Services

Address: [gionApplicationId=177&menu=Y&OAH=ISP_HOMEPAGE_MENU&OASF=POS_HOME&SRMApp=ISP&dbc=ei01u33_eft&language_code=US&transactionid=306926A0A7094F04](#)

Return to Portal Logout Help

Home Residential Contracts Residential Invoices

Search Contract Number Go

Contract Number
Shipment Number
Invoices
Payments

Full List

Subject	Date	Priority
Residential Release FA035B-1 has been approved	04-08-2004	Normal
Authorization 400086 has been approved	04-08-2004	Normal
Residential Release jmf0123452-2 has been approved	02-20-2004	Normal
Authorization 4016 has been approved	02-20-2004	Normal
Residential Release SS1002-3 has been approved	02-20-2004	Normal

Orders
Residential Contracts
Residential Contract Releases
Residential Contract & Release History
Invoices
Invoices
Payments
Payments

Authorized Releases at a Glance

Full List

Contract-Release	Contract Description
SS7708	Test for Scott
TR683	Training Contract (THERAPEUTIC INTERVENTIONS, INC.)-3
TR682	Training Contract (THERAPEUTIC INTERVENTIONS, INC.)-2
TR681	Training Contract (THERAPEUTIC INTERVENTIONS, INC.)-1
FA0111-3	Replace Contract FA011A for Level 4 to Level 1

Trusted sites

You may search for a transaction by Contract Number, Invoice (number) or Payment (number). Shipment Number is not used.

Steps

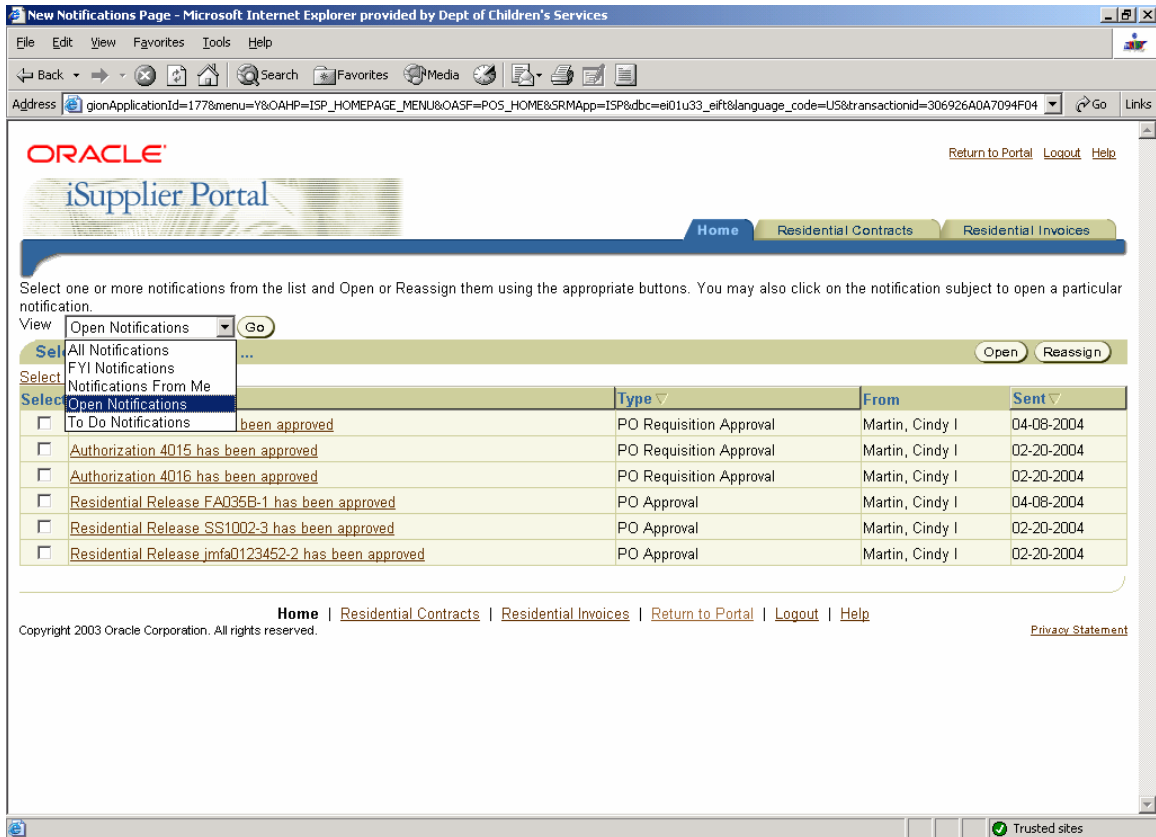
Choose the Search option from the drop down list.

Enter your search criteria in the search box. You may leave the search criteria blank to return all contracts. You can use the wildcard (%) in this search field.

Click 'GO'.

Full List of Notifications – View Options

To view notifications, select the 'Full List' button at the top right corner of the notification section of the 'Residential Contract and Invoice History' home page.



Oracle iSupplier Portal

Return to Portal Logout Help

Home Residential Contracts Residential Invoices

Select one or more notifications from the list and Open or Reassign them using the appropriate buttons. You may also click on the notification subject to open a particular notification.

View **Open Notifications** Go

Select **Open Notifications**

		Type	From	Sent
<input type="checkbox"/>	To Do Notifications	been approved	PO Requisition Approval	Martin, Cindy I 04-08-2004
<input type="checkbox"/>	Authorization 4015 has been approved	PO Requisition Approval	Martin, Cindy I 02-20-2004	
<input type="checkbox"/>	Authorization 4016 has been approved	PO Requisition Approval	Martin, Cindy I 02-20-2004	
<input type="checkbox"/>	Residential Release FA035B-1 has been approved	PO Approval	Martin, Cindy I 04-08-2004	
<input type="checkbox"/>	Residential Release SS1002-3 has been approved	PO Approval	Martin, Cindy I 02-20-2004	
<input type="checkbox"/>	Residential Release jmfa0123452-2 has been approved	PO Approval	Martin, Cindy I 02-20-2004	

Home Residential Contracts Residential Invoices Return to Portal Logout Help

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Trusted sites

Providers will only receive a notification when an invoice has been rejected by the Approver (Team Coordinator or Central Office).

Full List of Authorized Releases – View Options

To view authorized releases, select the 'Full List' button at the top right of the 'Authorize Releases at a Glance' section of the 'Residential Contracts and Invoices History' home page.

Oracle iSupplier Portal

Return to Portal Logout Help

Home Residential Contracts Residential Invoices

Residential Contracts & Releases Residential Contracts Contract History

Residential Contracts & Releases

Search Residential Contracts & Releases

* View Last 25 Contracts (Go)

Advanced All Contracts Purchase Orders to Acknowledge Purchase Orders Pending Supplier Change

Residential Contracts & Releases Results

Select Item(s) and ...

Select	Contract	Revision	Contract or Release	Contract Description	Amount	Status	*STARS Contract Suffix	Authorization Start Date	Authorization End Date	TNKIDS Child
<input type="radio"/>	jpe41-1	Q	Residential Contract Release		100.08	Closed	* [icon]	08-16-2002	08-18-2002	731
<input type="radio"/>	jpe41	Q	Residential Contract				*00 [icon]			
<input type="radio"/>	jpe330-1	Q	Residential Contract Release		100.00		* [icon]	09-25-2002	09-27-2002	692
<input type="radio"/>	jpe330	Q	Residential Contract				*00 [icon]			
<input type="radio"/>	ine323-3	n	Residential		50.00	Finally	* [icon]	09-05-2002	09-06-2002	692

Trusted sites

You may choose to View the last 25 contracts or authorizations created or all contracts and authorizations. Purchase orders to acknowledge and purchase orders pending supplier change are not used.

The advanced search link on this page is not of value. To find specific information on the page after executing your simple search, use Edit, Find from your browser's menu.

Supplier Agreements (Contracts)

The Supplier Agreements (Contracts) page is accessed by clicking on the 'Residential Contracts' sub-tab on the top left center of the page.

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Residential Contracts', and 'Residential Invoices'. The 'Residential Contracts' sub-tab is selected. Below the navigation bar, there is a search section titled 'Search - Supplier Agreements'. It contains a text input field for 'Residential Contract', a date picker for 'Effective To', and a dropdown for 'Status'. There are 'Go' and 'Clear' buttons. An 'Advanced Search' link is also present. Below the search section, the 'Supplier Agreements Results' are displayed in a table. The table has columns: Residential Contract, Description, Contract Personnel, Date, Amount Agreed, Amount Released, Effective To, and Status. The results show several contracts, including Level 3 Continuum Contracts and Foster Care contracts. At the bottom of the table, there is an 'Export' button. The footer of the page includes copyright information and a 'Privacy Statement' link.

Residential Contract	Description	Contract Personnel	Date	Amount Agreed	Amount Released	Effective To	Status
H3C0000011	LEVEL 3 CONTINUUM CONTRACT	Grav, Trena R	07-08-2004	5,673,122.00	1,266,465.60	06-30-2005	Open
H2C0000011	LEVEL 2 CONTINUUM CONTRACT	Arrington, David L	07-08-2004	10,720,698.96	2,265,074.98	06-30-2005	Open
HL10000005	Level I Independent Living	White, Suzanne G	06-23-2004	36,529.20	0.00	06-30-2005	Open
HL30000004	LEVEL 3 CONTRACT	Grav, Trena R	06-23-2004	210,721.80	17,319.60	06-30-2005	Open
HFM0000002	FOSTER CARE MEDICALLY FRAGILE	Arrington, David L	06-23-2004	362,992.50	75,780.90	06-30-2005	Open
HFC0000014	FOSTER CARE	Arrington, David L	06-23-2004	959,877.00	306,761.30	06-30-2005	Open

Under the Residential Contracts tab and Residential Contracts sub-tab, you will find the option to Search for Supplier Agreements (Contracts) by specifying the Residential Contract, Effective To Date and/or Status. Click the 'GO' button to view all contracts. Enter search criteria to see specific contracts.

You can search by residential contract number using the wildcard (%) as needed. Select the calendar icon to enter an 'Effective To' date. Select the flashlight to select status codes for searching; the most commonly used code is 'Open'. You can leave any of the search fields blank if desired.

Contract History

Click on the 'Contract History' sub-tab on the top left (sub-tab furthest right) of the page to access the 'Purchase Order Revision History' page.

The screenshot shows the Oracle iSupplier Portal in a Microsoft Internet Explorer browser. The page title is "Oracle Applications - Microsoft Internet Explorer". The address bar shows the URL: https://dcseifd.state.tn.us/OA_HTML/OA.jsp?page=/oracle/apps/pos/changeorder/webui/PosRevisionHistoryPG&akRegionApplicationId=177&OAMC=14_1&searchType=sear. The page has a navigation bar with tabs: Home, Residential Contracts, and Residential Invoices. Below this is a sub-tab bar with: Residential Contracts & Releases, Residential Contracts, and Contract History. The main content area is titled "Search - Purchase Order Revision History". It contains a search form with fields for Residential Contract-Release, Release Number, Rev, Contract or Release, Creation Date, and Revised Date. There are "Go" and "Clear" buttons. Below the search form is a section titled "Revision History Results" which displays a table of results. The table has columns: Residential Contract-Release, Release Number, Rev, Contract or Release, Description, Contract Personnel, Creation Date, Revised Date, Total, Compare to Original, Compare to Previous, and Show all Changes. The table shows five rows of results for various contract releases.

Residential Contract-Release	Release Number	Rev	Contract or Release	Description	Contract Personnel	Creation Date	Revised Date	Total	Compare to Original	Compare to Previous	Show all Changes
H2C000011-272	272	0	Residential Contract Release	LEVEL 2 CONTINUUM CONTRACT	Arrington, David	07-14-2004		10,461.60	Compare	Compare	Show
H2C000011-271	271	0	Residential Contract Release	LEVEL 2 CONTINUUM CONTRACT	Arrington, David	07-14-2004		10,461.60	Compare	Compare	Show
H2C000011-270	270	0	Residential Contract Release	LEVEL 2 CONTINUUM CONTRACT	Arrington, David	07-14-2004		10,461.60	Compare	Compare	Show
H2C000011-269	269	0	Residential Contract Release	LEVEL 2 CONTINUUM CONTRACT	Arrington, David	07-14-2004		10,461.60	Compare	Compare	Show
H2C000011-268	268	0	Residential Contract Release	LEVEL 2 CONTINUUM CONTRACT	Arrington, David	07-14-2004		10,461.60	Compare	Compare	Show

Under the Residential Contracts tab and Contract History sub-tab, you will find the option to Search for Purchase Order Revisions by specifying the Residential Contract, Release Number, Revision, Contract or Release, Creation Date, and/or Revised Date.

Note the valid 'Contract or Release' types are 'Residential Contract' or 'Residential Contract Release'. Other options listed under the flashlight are not used.

Note: PO Number and Contract Number are the same thing. The terms are used interchangeably.

View Invoices - Invoice Summary

Select the top right tab for 'Residential Invoices' to access invoice and payment information. The left sub-tab 'View Invoices' brings up the invoice search screen.

Oracle iSupplier Portal

Home Residential Contracts **Residential Invoices**

View Invoices View Payments

Search - Invoice Summary

Invoice:

Invoice Submission Date:

Residential Contract-Release:

Payment:

Payment Status:

Search Clear

Advanced Search

Invoice Summary Result:

Invoice	Description	Invoice Submission Date	Residential Contract	Invoice Amount	Amount Due	On Hold Status
U8M11	Child C - Child Name	08-01-2004	H2C00011-271	2,722.68	2,702.68	
U8M11	Child C - Child Name	08-06-2004	H2C00011-272	2,353.86	2,353.86	
H2C00011-272	Child C - Child Name	08-06-2004	H2C00011-272	87.18	87.18	
H2C00011-272	Child C - Child Name	07-28-2004	H2C00011-272	0.00	0.00	
H2C00011-272	Child C - Child Name	07-19-2004	H2C00011-272	87.18	87.18	

Export

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Home Residential Contracts Residential Invoices Return to Portal Logout Help

Under the Residential Invoices tab and View Invoices sub-tab, you will find the option to Search for an Invoice by specifying the Invoice, Invoice Submission Date, Residential Contract-Release, Payment, and/or Payment Status.

The wildcard (%) can be used in any of the fields (except date) when searching.

View Payments - Payment Summary

The right sub-tab 'View Payments' brings up the payment search screen.

Payment Main Page - Microsoft Internet Explorer

Address: https://dcseift.state.tn.us/OA_HTML/OA.jsp?akRegionCode=PO5_AP_MAIN_PAGE&akRegionApplicationId=177&SearchType=Advanced&retainAM=Y&dbc=ei01u33_eif&trac

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iSupplier Portal

Return to Portal Logout Help Diagnostics

Home Residential Contracts **Residential Invoices**

View Invoices **View Payments**

Search - Payment Summary

☒ Search results where each must contain all values entered.
☐ Search results where each may contain any value entered.

Payment
 PO Number
 Payment Date after
 Business Unit

Search Clear Add column Add

[Simple Search](#)

Payment Summary Result

Previous Next 25

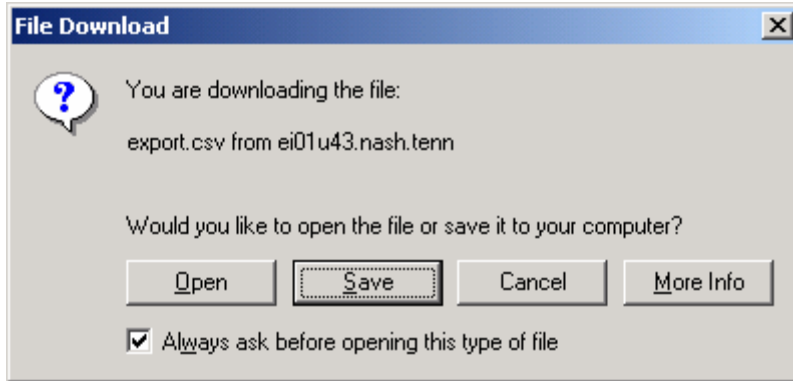
Payment	Invoice	Residential Contract-Release	Payment Date	Amount	Stopped	Cleared	Voided	Warrant Number
66388	STEPFE5137H	HFC000014-597	06-24-2005	1,509.70				Q416547 TN
66676	BIGSJO5679HA	HFM0000002-50	06-24-2005	3,082.95				Q416547 TN
66677	GRIGCA5680HA	HFM0000002-51	06-24-2005	3,082.95				Q416547 TN
66678	HARDRA5356MA	HFM0000002-58	06-24-2005	3,082.95				Q416547 TN
66681	BRANMS250SE	HFM0000002-60	06-24-2005	3,082.95				Q416547 TN
66680	KITTSBL0704K	HFM0000002-59	06-24-2005	3,082.95				Q416547 TN
66679	SCOTSE5357MO	HFM0000002-57	06-24-2005	3,082.95				Q416547 TN
64465	PRITAS4550S	H2C000011-2011	06-23-2005	1,743.60				Q415004 TN
64466	WESTA4766AD	H2C000011-1978	06-23-2005	348.72				Q415004 TN
64467	BROWST3510E	H2C000011-1683	06-23-2005	2,092.32				Q415004 TN
64468	BROWS3510E	H2C000011-1683	06-23-2005	87.18				Q415004 TN

Under the Residential Invoices tab and View Payments sub-tab, you will find the option to Search for a Payment by specifying the Payment, Payment Date, and/or Residential Contract-Release.

The wildcard (%) can be used in any of the fields (except date) when searching.

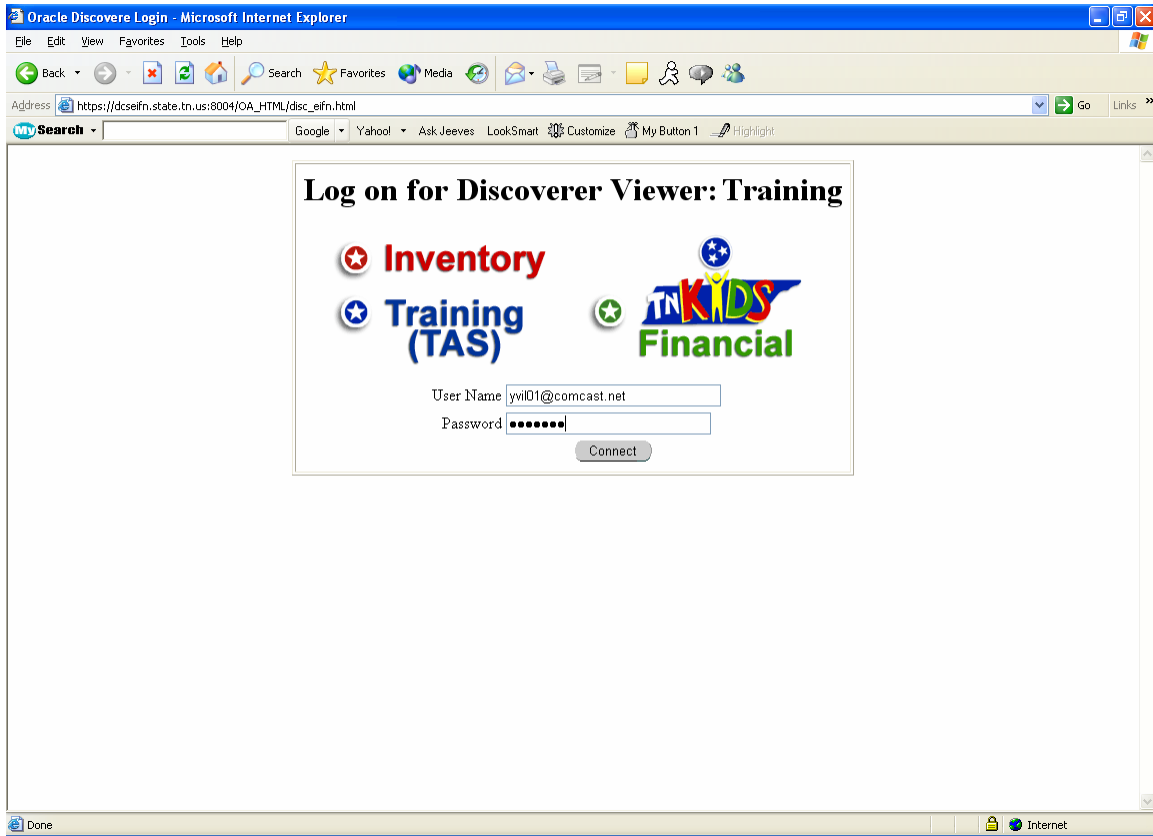
Export Data

Data from any of the tabular pages can be exported to Microsoft Excel using the Export button (located at the lower right just below each table).



If you would like to export data from the Invoice Summary or the Payment Summary, click on the 'Export' button. You can Open this file directly in Excel by selecting Open. You can save it to your computer by selecting Save. You will then specify the location on your computer where you would like the information stored. This .csv (comma separated values) file can be opened with Microsoft Excel.

Discoverer Reports



Go to the Provider website (<http://www.state.tn.us/youth/providers>). Click on the **TNKids Financials Production Discoverer** link. Use your TNKids Financials User Name and Password to access the Discoverer Reports.

Available Discoverer Reports

Name	Description
<u>REPORTS.DCS Cancelled Invoices Report (Vendor)</u>	Cancelled Invoices Report for Vendors / Suppliers
<u>REPORTS.DCS Child Authorization History Report (Vendor)</u>	Auth History displays all authorizations (releases) for a specific child and the amount un-invoiced.
<u>REPORTS.DCS Child Invoice History Report (Vendor)</u>	Invoice History displays all invoices submitted for a specific child and their disposition (paid amount, hold status, etc).
<u>REPORTS.DCS Invoices on Hold Report (Vendor)</u>	DCS Invoices on Hold Report (Vendor) - NEW REPORT
<u>REPORTS.DCS Invoices Submitted by Invoice Date Report (Vendor)</u>	Results show Invoices by DOSF and DOST for ALL Invoices (Vendor Version)
<u>REPORTS.DCS Invoices Submitted by Service Date Report (Vendor)</u>	Invoice History for one allotted month by Service Date (DOSF)
<u>REPORTS.DCS Paid Invoices Report</u>	Paid Invoices displays payments to the provider by check number with payment details.
<u>REPORTS.DCS Placement Change History Report</u>	Placement Change History Report uses a DATE Range to display the PCN History for a specified period of time
<u>REPORTS.DCS Provider Client List Report</u>	This provides a way to look up Client ID numbers
<u>REPORTS.DCS Un-Invoiced Children Report (Provider)</u>	Provider Listing or ALL Un-Invoiced Children within their responsibility
<u>REPORTS.DCS Un-Invoiced Releases Report (Vendor)</u>	Detail Report of Un-Invoiced Releases using 'Cut Off Date', Fiscal Year and Contract #, if desired, Parameters for retrieval
<u>REPORTS.DCS Vendor Contract Utilization Report</u>	Contract Utilization displays all contracts with the provider and usage to date.

A list of available reports is displayed. The reports available for providers are:

Cancelled Invoices Report – use this report for a limited date range to see what invoices were cancelled recently.

Child Authorization History Report – shows all authorizations in the TNKids Financials system for a specific child. Use this report to check placement level (contract) and paid break details.

Child Invoice History Report – shows all invoicing history for a specific child. This report also shows payment status for each invoice.

Invoices on Hold – use this report to see if any of your invoices are on hold.

Invoices Submitted by Invoice Date Report – use this report to see a list of invoices submitted for a date range (based on invoice dates).

Invoices Submitted by Service Date Report – use this report to see a list of invoices submitted for a date range (based on dates of service).

Paid Invoices Report – use this report when posting payments from DCS; detailed by check.

Available Discoverer Reports - Continued

Placement Change History Report – use this report to report on placement changes your agency reported in the placement change notification module.

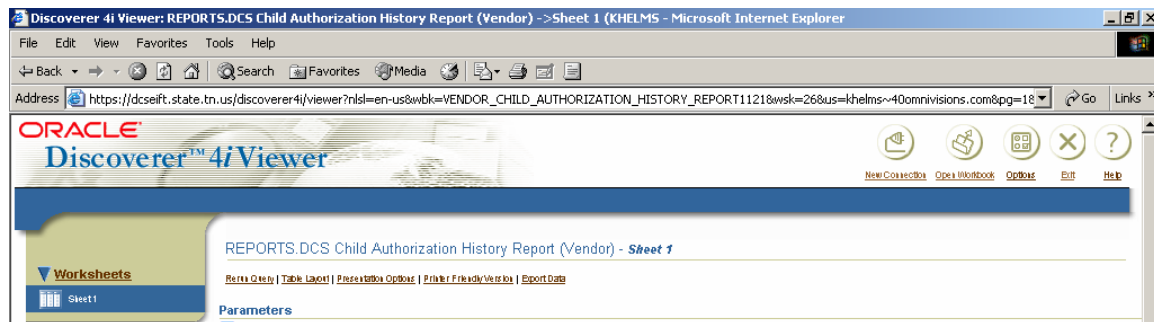
Provider Client List Report – Use this report to look up a TNKids client ID number.

Un-Invoiced Children Report (Provider) – use this report to list the un-invoiced children your agency has reported in the un-invoiced children module.

Un-Invoiced Releases Report (Vendor) – use this report to see what the regions have authorized for your agency that has not yet been invoiced.

Vendor Contract Utilization Report – this report recaps the total amount contracted with your agency and shows the amount that has been expended with releases (authorizations) and the balance available.

Discoverer Navigation



On the top right of the page in most Discoverer forms you have five icons:

New Connection: returns you to the Discoverer Login page

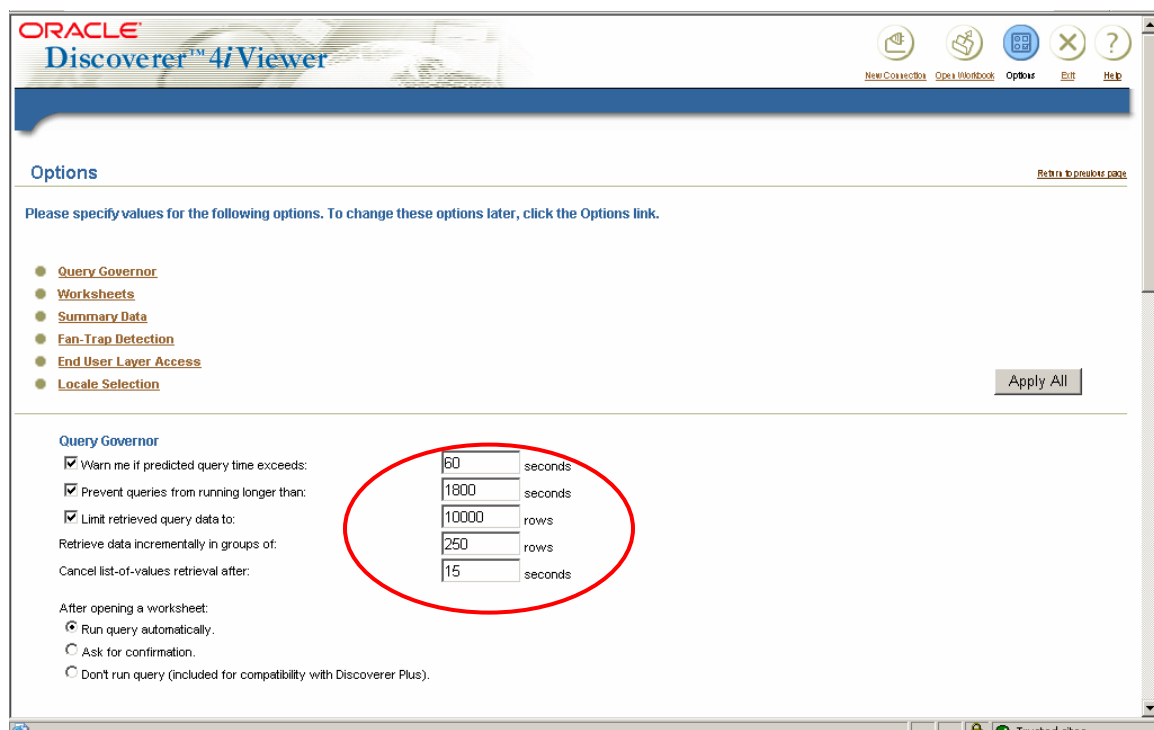
Open Workbook: returns you to the list of reports available to run

Options: set overall processing options (see below)

Exit: exit Discoverer

Help: access online help

Options



☒ Limit retrieved query data to: 10000 rows
Retrieve data incrementally in groups of: 250 rows
Cancel list-of-values retrieval after: 15 seconds

After opening a worksheet:
☒ Run query automatically.
☐ Ask for confirmation.
☐ Don't run query (included for compatibility with Discoverer Plus).

Worksheets

Number of rows per page: 25
Show null values as: NULL
Show values that cannot be aggregated as: ERROR

Summary Data

Summary data can be set up by your administrator to improve performance.

When do you want to use summary data?
☒ Always, when available.
☐ Only when summary data is not out of date (stale).
☐ Never.

Fan-Trap Detection

Discoverer detects and prevents certain queries that could return ambiguous results. This automatic detection can be disabled if you wish to see such data.

Changes in the way the reports are viewed online may be made by clicking 'Options' (icon on top right of the page).

Modify the query governor options if your queries are timing out or not returning complete data. Increasing these numbers will increase the odds of your report completing successfully. If you are trying to run a report that is extremely large (such as all invoices paid for the year for all children); the system may fail. In these situations use limited date ranges to request a smaller data sample.

Modify the Worksheets options to change the display of completed reports. You may prefer to see "0" rather than NULL when no data is found. You may wish to see 50 rows of data returned on each page rather than 25.

To save these options after making changes, click 'Apply'.

Child Authorization History Report

ORACLE Discoverer™ 4i Viewer

REPORTS.DCS Child Authorization History Report (Vendor) - Sheet 1

Refresh Query | Table Layout | Presentation Options | Printer Friendly Version | Export Data

Parameters

Show Parameters

Data

Hide Data

DCS Child Authorization History Report (Vendor)

Report Date: 15-JUL-05 10:38:59 AM

Report Client Id Entry: '422056', Client Name Entry: 'NULL', Fiscal Year Entry: 'NULL'

Client Id: 1001140

Client Name:

	Region	Client Dob	Placement Type	Release Location	Release#	Vendor
1	Northeast TN	29-JAN-1989	LEVEL 3 CONT PLACEMENT	Omni Vision Jonesborough	H3C000011-1147	OMNI VISIONS
2	Northeast TN	29-JAN-1989	LEVEL 3 CONT IN HOME	No Value	H3C000011-996	OMNI VISIONS
3	Northeast TN	29-JAN-1989	LEVEL 3 CONT IN HOME	No Value	H3C000011-873	OMNI VISIONS
4	Northeast TN	29-JAN-1989	LEVEL 3 CONT PLACEMENT	Holston United Methodist Foster Care (sub)	H3C000011-872	OMNI VISIONS
5	Northeast TN	29-JAN-1989	LEVEL 3 CONT PLACEMENT	Holston United Methodist Foster Care (sub)	H3C000011-511	OMNI VISIONS
6	Northeast TN	29-JAN-1989	LEVEL 3 CONT PLACEMENT	Holston United Methodist Foster Care (sub)	H3C000011-478	OMNI VISIONS

Release#	Vendor	DOSF	DOST	Total Days	Days Left	Unit Price	Uninvoiced	Status	Rsm	FY	Region
H3C000011-1147	OMNI VISIONS INC	16-MAY-2005	30-JUN-2005	46	0	149.45	\$0.00	APPROVED	Hathaway, Michelle D	2005	011
H3C000011-996	OMNI VISIONS INC	01-MAY-2005	15-MAY-2005	15	0	149.45	\$0.00	APPROVED	Hathaway, Michelle D	2005	011
H3C000011-873	OMNI VISIONS INC	18-MAR-2005	30-APR-2005	44	0	149.45	\$0.00	APPROVED	Hathaway, Michelle D	2005	011
H3C000011-872	OMNI VISIONS INC	16-JAN-2005	17-MAR-2005	61	0	149.45	\$0.00	APPROVED	Hathaway, Michelle D	2005	011
H3C000011-511	OMNI VISIONS INC	31-DEC-2004	15-JAN-2005	16	0	149.45	\$0.00	APPROVED	Hathaway, Michelle D	2005	011
H3C000011-478	OMNI VISIONS INC	02-SEP-2004	30-DEC-2004	120	0	149.45	\$0.00	APPROVED	Hathaway, Michelle D	2005	011

This report includes information about releases that have been authorized for a specific child. The fields shown include:

Client ID (TNKids number)

Client Name (check the drop down box to see if the child has authorizations under more than one name)

Region

Client DOB

Placement Type

Release Location

Release Number (contract number – release number)

Vendor Name

DOSF (date of service from)

DOST (date of service to)

Total Days Authorized

Child Authorization History Report - Continued

Days Left (number of un-invoiced days on the authorization)

Unit Price (price per day from the contract)

Un-invoiced (amount = Days Left * Unit Price)

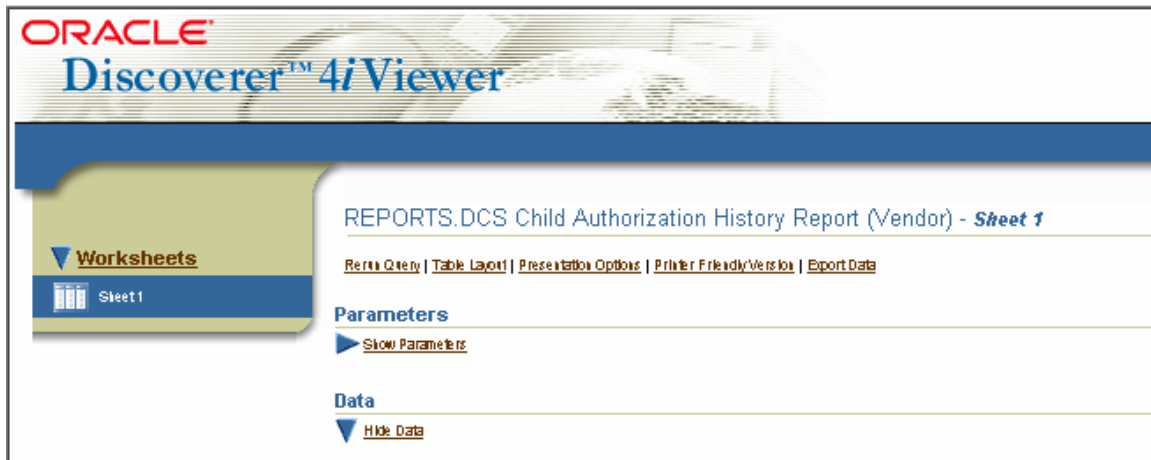
Status

RSM

FY (fiscal year of the contract)

Region Code (numeric code for the Region)

Controlling Discoverer Reports



Use the links under the report name to update your report:

Rerun Query: runs the report again using the same parameters.

Table Layout: allows you to adjust the sequence of the report columns (see below).

Presentation Options: allows you to select what displays on the report results page.

Printer Friendly Version: formats the report for printing.

Export Data: allows you to easily move the data into another program (such as Excel) for sorting, formatting and printing (see below).

Table Layout

ORACLE
Discoverer™ 4i Viewer

New Connection Open Worksheet Options Exit Help

Table Layout

[Return to previous page](#)

To change the layout of information in your Worksheet, use the drop-down lists below to specify the position of each item.

Page Items Client Id Client Name

Top Axis Region Client Dob

Apply Reset

Authorization Status
Client Dob
Client Id
Client Name
Contract Number Release Number
Cost Of Days Not Billed SUM
Days Remaining On Release SUM
Fiscal Year
Placement Type
Region

Release Location

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If you would like to modify the sequence of the report data, click on 'Table Layout'. You may choose the fields to be displayed in the order desired by using the drop down lists for Page Items and Top Axis.

Page items filter data and appear in the report header; for example, if you add the Region to the Page Items on the Child Authorization History report; the Region field will move into the page header and you will only see authorizations for the child for the selected Region.

Table Layout - Continued

REPORTS.DCS Child Authorization History Report (Vendor) - Sheet 1

[Return Query](#) | [Table Layout](#) | [Presentation Options](#) | [Printer Friendly Version](#) | [Export Data](#)

Parameters

▼ [Hide Parameters](#)

Client Id Entry: 422056

Client Name Entry:

Fiscal Year Entry:

[Edit Parameters](#)

Data

▼ [Hide Data](#)

DCS Child Authorization History Report (Vendor)

Report Date: 15-JUL-05 10:47:47 AM

Report Client Id Entry: '422056', Client Name Entry: 'NULL', Fiscal Year Entry: 'NULL'

Client Id: 1001140

Client Name:

Region: Northeast TN

	Client Dob	Placement Type	Release Location	Release#	Vendor	DOS
1	29-JAN-1989	LEVEL 3 CONT PLACEMENT	Omni Vision Jonesborough	H3C000011-1147	OMNI VISIONS INC	16-MAY
2	29-JAN-1989	LEVEL 3 CONT IN HOME	No Value	H3C000011-996	OMNI VISIONS INC	01-MAY

Use the drop down box to view data for another Region.

Printer Friendly Version

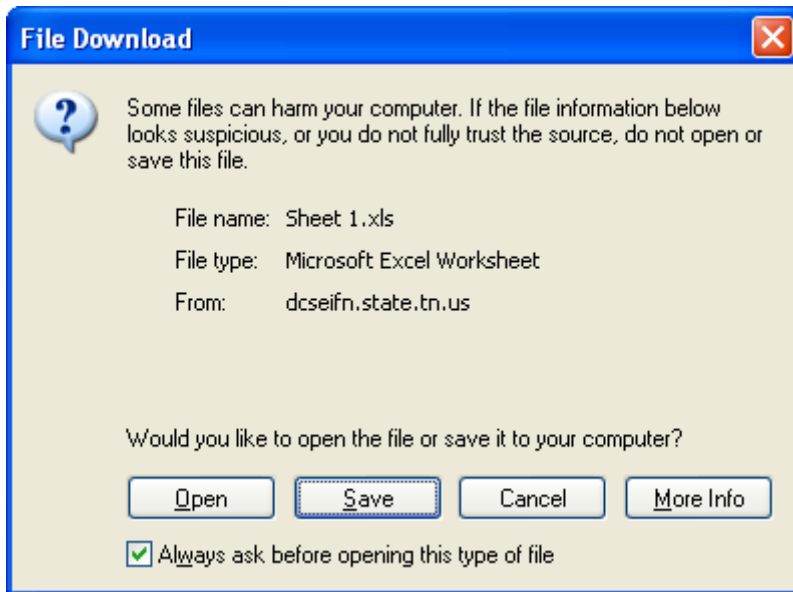
All Vendor Releases Report												
19-JUL-04 10:17:45 AM												
Vendor Name: YOUTH VILLAGES												
	Region	Contract Number	Region Total Days Authorized	Region Total Amount Authorized	Release Number	Release Begin Date	Days Invoiced	Release End Date	Placement Location	Client Id	Client Name	Authorized Resource Manager
1	Southeast	TR935-00	203	\$10,158.12	1	01-APR-2004	27	30-APR-2004	Camelot Care Center	28332	e	RSM RSM40
2					2	01-MAY-2004	0	07-MAY-2004	Youth Villages of Nashville	27878	ia	RSM RSM40
3					4	01-JUL-2004	0	28-OCT-2004	Youth Villages of Nashville	28656	y	RSM RSM60
4	Statewide	TR935-00	0	\$0.00	1	01-APR-2004	27	30-APR-2004	Camelot Care Center	28332	e	RSM RSM40
5					2	01-MAY-2004	0	07-MAY-2004	Youth Villages of Nashville	27878	ia	RSM RSM40
6					4	01-JUL-2004	0	28-OCT-2004	Youth Villages of Nashville	28656	y	RSM RSM60

If you would like to print any of the reports from this application, choose the report from the list of available reports and then click on 'Printer Friendly Version'. The report will be displayed on the screen and is ready to be printed using the File | Print commands on the menu bar or by clicking on the Printer icon in the icon bar.

If the report is too wide to print properly; export the data into Excel (see below) so you can format it for printing.

Export Report Data

If you want to further manipulate the data, you may choose to Export Data. This will allow you to save this report in another data format such as Microsoft Excel. In this format, you may rearrange or delete columns of information, create subtotals and totals, sort the data by a particular column or columns, and print the report in multiple ways.



When you choose Export Data, the window above is shown allowing you to either Open the report temporarily or to Save the report to your hard drive or other media. Choose the appropriate option.

Cancelled Invoices Report

DCS Cancelled Invoices Report (Vendor)										
17-MAY-06 12:50:03 PM										
Report Start Date : '08/01/2005', End Date : '09/30/2005', Fiscal Year Entry : 'NULL'										
FY 2005										
Region	Contract#	Invoice#	Invoice Date	Inv Desc	Submitted Amt	DOSF	DOST	Cancellation Reason	Cancele	
1 Hamilton County	H3C000012-2485	3 APR 4436R7	08/04/2005		\$896.70	04/25/2005	04/30/2005	Per TN Kids, the child moved from THV to IH placement on 4/28/05. Cancelling this invoice so the authorizations can be corrected.	08/16/2005	
2 Mid-Cumberland	H3C000012-2220	3 JUN 2841J4	07/25/2005		\$149.45	06/07/2005	06/07/2005	Per TN KIDS and verified with Lisa Lewis, child did not begin PCIH until 6/8. Cancelling invoice so auth can be corrected and invoiced again.	08/08/2005	

Cancellation Reason	Cancelled	Status	Rsm
Per TN Kids, the child moved from THV to IH placement on 4/28/05. Cancelling this invoice so the authorizations can be corrected.	08/16/2005	CANCELLED	Stephens, Debra R
Per TN KIDS and verified with Lisa Lewis, child did not begin PCIH until 6/8. Cancelling invoice so auth can be corrected and invoiced again.	08/08/2005	CANCELLED	Lewis, Lisa L

The Cancelled Invoices Report provides you with a list of invoices that were cancelled within the date range you specify on the report parameter page. The 'Cancellation Reason' column should tell you why the invoice was cancelled. You need to follow up with the appropriate region to ensure the placement information is corrected so you can re-invoice.

Child Invoice History Report

Parameters
[Hide Parameters](#)

Client Id Entry: 1806566
 Client Name Entry:
 Fiscal Year Entry:

[Show Parameters](#)

Data
[Hide Data](#)

Vendor Child Invoice History Report
 12-JUL-0502:34.47 PM
 Report Client Id Entry: '1806566', Client Name Entry: 'NULL', Fiscal Year Entry: 'NULL'

Client Id: 1806566
 Client Name:

	Invoice Date	Invoice Num	Supplier	DOSF	DOST	Amount	Release#	Placement Item	
1	01-JUL-2005	DAVILA6345D~	OMNI VISIONS INC V62145615000	06/23/2005	06/30/2005	\$1,195.60	H3C000011 - 1244	Level 3 Continuum Placement	New
2	27-JUN-2005	DAVILA6345DA	OMNI VISIONS INC V62145615000	06/01/2005	06/22/2005	\$3,287.90	H3C000011 - 1244	Level 3 Continuum Placement	Vali
3	21-JUN-2005	DAVILA0704XD	OMNI VISIONS INC V62145615000	07/01/2004	07/11/2004	\$958.98	H2C000011 - 896	Level 2 Continuum Placement	Vali
4	21-JUN-2005	DAVILA0704YD	OMNI VISIONS INC V62145615000	07/13/2004	07/19/2004	\$610.26	H2C000011 - 896	Level 2 Continuum Placement	Vali
5	07-JUN-2005	DAVILA5759D	OMNI VISIONS INC V62145615000	05/01/2005	05/31/2005	\$4,632.95	H3C000011 - 1244	Level 3 Continuum Placement	Vali
6	20-MAY-2005	DAVILA0704BD	OMNI VISIONS INC V62145615000	07/13/2004	07/19/2004	\$0.00	H2C000011 - 896	Level 2 Continuum Placement	Can
7	20-MAY-2005	DAVILA0704D	OMNI VISIONS INC V62145615000	07/01/2004	07/11/2004	\$0.00	H2C000011 - 896	Level 2 Continuum Placement	Can
8	17-MAY-2005	DAVILA3879D	OMNI VISIONS INC V62145615000	03/01/2005	03/31/2005	\$4,632.95	H3C000011 - 1057	Level 3 Continuum Placement	Vali
9	17-MAY-2005	DAVILA4809D	OMNI VISIONS INC V62145615000	04/01/2005	04/30/2005	\$4,483.50	H3C000011 - 1058	Level 3 Continuum Placement	Vali

	DOSF	DOST	Amount	Release#	Placement Item	Status	Approval	Approval Date	Amount Paid	FY	Region
000	06/23/2005	06/30/2005	\$1,195.60	H3C000011 - 1244	Level 3 Continuum Placement	Never validated	Approved	01-JUL-2005	\$1,195.60	2005	037
000	06/01/2005	06/22/2005	\$3,287.90	H3C000011 - 1244	Level 3 Continuum Placement	Validated	Approved	27-JUN-2005	\$3,287.90	2005	037
000	07/01/2004	07/11/2004	\$958.98	H2C000011 - 896	Level 2 Continuum Placement	Validated	Approved	23-JUN-2005	\$958.98	2005	037
000	07/13/2004	07/19/2004	\$610.26	H2C000011 - 896	Level 2 Continuum Placement	Validated	Approved	23-JUN-2005	\$610.26	2005	037
000	05/01/2005	05/31/2005	\$4,632.95	H3C000011 - 1244	Level 3 Continuum Placement	Validated	Approved	07-JUN-2005	\$4,632.95	2005	037
000	07/13/2004	07/19/2004	\$0.00	H2C000011 - 896	Level 2 Continuum Placement	Cancelled	Rejected	24-MAY-2005	\$0.00	2005	037
000	07/01/2004	07/11/2004	\$0.00	H2C000011 - 896	Level 2 Continuum Placement	Cancelled	Rejected	24-MAY-2005	\$0.00	2005	037
000	03/01/2005	03/31/2005	\$4,632.95	H3C000011 - 1057	Level 3 Continuum Placement	Validated	Approved	17-MAY-2005	\$4,632.95	2005	037
000	04/01/2005	04/30/2005	\$4,483.50	H3C000011 - 1058	Level 3 Continuum Placement	Validated	Approved	17-MAY-2005	\$4,483.50	2005	037

The Child Invoice History Report provides you with a complete history of invoices submitted for a specific child. This includes invoices which are rejected, cancelled, debit memo'd, paid or unpaid. When the report has a lot of rows, it is helpful to export it to Excel and sort by the DOSF. The fields shown include:

Invoice Date
 Invoice Number
 Supplier
 Date of Service From (DOSF)
 Date of Service To (DOST)
 Amount (invoice amount, if = 0, the invoice has been cancelled)
 Release # (contract and release numbers)
 Placement Item (description of the placement)
 Status (only important to you if it is cancelled)

Child Invoice History Report – Continued

Approval (here you can see if the invoice is pending approval [initiated], approved or rejected)

Approval Date (this shows when the approver approved the invoice; payables cannot submit the invoice for payment until the payment batch following the approval date)

Amount Paid (if NULL or \$0, the invoice is not paid)

FY (the fiscal year of the invoice)

Region (the code for the region)

Contract Utilization Report

Select the Open Workbook link on the top right of the page to return to the list of available reports.

ORACLE Discoverer™ 4i/Viewer

REPORTS.DCS Vendor Contract Utilization Report - Sheet 1

Retrieval Query | Table Layout | Presentation Options | Printer Friendly Version | Report Data

Parameters

▼ Show Parameters

Date

▼ Hide Date

DCS Vendor Contract Utilization Report
21-JUL-05 02:03:27 PM
Report Fiscal Year Entry: 'NULL'

Vendor Name: OMNI VISIONS INC Contract Number: H2C000011

	Description	Placement Type	Region	Name	Contracted Qty	Contract Amt	Contract Rate	Days Used	Days Left	Amount Us
1	LEVEL 2 CONTINUUM CONTRACT	LEVEL 2 CONT PLACEMENT	011	Northeast TN	14,088	\$1,228,191.84	87.18	13,815	273	\$1,204,391
2	LEVEL 2 CONTINUUM CONTRACT	LEVEL 2 CONT PLACEMENT	014	East TN	24,184	\$2,108,361.12	87.18	23,914	270	\$2,084,822
3	LEVEL 2 CONTINUUM CONTRACT	LEVEL 2 CONT PLACEMENT	017	Knox County	8,296	\$723,245.28	87.18	8,116	180	\$707,552
4	LEVEL 2 CONTINUUM CONTRACT	LEVEL 2 CONT PLACEMENT	021	Southeast TN	10,162	\$885,923.16	87.18	10,132	30	\$883,307
5	LEVEL 2 CONTINUUM CONTRACT	LEVEL 2 CONT PLACEMENT	024	Upper Cumberland	10,725	\$935,005.50	87.18	10,637	88	\$927,333

Placement Type	Region	Name	Contracted Qty	Contract Amt	Contract Rate	Days Used	Days Left	Amount Used	% Used	Amount Left	% Left	FY
EL 2 CONT PLACEMENT	011	Northeast TN	14,088	\$1,228,191.84	87.18	13,815	273	\$1,204,391.70	98	\$23,800.14	2	2005
EL 2 CONT PLACEMENT	014	East TN	24,184	\$2,108,361.12	87.18	23,914	270	\$2,084,822.52	99	\$23,538.60	1	2005
EL 2 CONT PLACEMENT	017	Knox County	8,296	\$723,245.28	87.18	8,116	180	\$707,552.88	98	\$15,692.40	2	2005
EL 2 CONT PLACEMENT	021	Southeast TN	10,162	\$885,923.16	87.18	10,132	30	\$883,307.76	100	\$2,615.40	0	2005
EL 2 CONT PLACEMENT	024	Upper Cumberland	10,725	\$935,005.50	87.18	10,637	88	\$927,333.66	99	\$7,671.84	1	2005

This report includes information about contract utilization by vendor and contract number. The fields shown include:

Description (contract description)

Placement Type (placement description)

Region (Number)

Name (Region)

Contracted Quantity (days)

Contract Amount

Contract Rate

Days Used (authorized days)

Days Left (unauthorized days)

Amount Used (days used * rate)

% Used

Amount Left (days left * rate)

% Left

FY (fiscal year)

Invoices on Hold Report

REPORTS.DCS Invoices on Hold Report - Sheet 1											
Rerun Query Table Layout Presentation Options Printer Friendly Version Export Data											
DCS Invoices on Hold Report Report: 24-MAY-06 12.43.54 PM											
Page 2 of 2 100 rows per page											
	Region	Vendor Name	Invoice #	Amount	Inv Date	Client Id	Child Name	DOSF			
101	Southwest TN	MIDTOWN MENTAL HEALTH CENTER V62108444000	22806L3MT	\$298.90	05/10/2006	825214		02/02/2006	0		
102	Southwest TN	NEW JERUSALEM PRESCHOOL V62132518500	DUNCANC002	\$1,514.50	05/10/2006	1544924		02/01/2006	0		
103	Southwest TN	NEW JERUSALEM PRESCHOOL V62132518500	SIMMON033	\$116.50	05/12/2006	667526		03/12/2006	0		
104	Southwest TN	OMNI VISIONS INC V62145615000	THOMWE11918	\$435.90	04/06/2006	2006330		12/01/2005	1		
105	Southwest TN	OMNI VISIONS INC V62145615000	THOMWE11918~	\$2,266.68	04/06/2006	2006330		12/06/2005	1		
106	Southwest TN	PHOENIX HOMES V11366643700	4100595	\$1,799.49	05/12/2006	1033800		10/13/2005	1		
107	Southwest TN	TENNESSEE CHILDRENS HOME V62048236300	DC1205WT3	\$87.18	05/11/2006	1220684		12/03/2005	1		
108	Southwest TN	TENNESSEE CHILDRENS HOME V62048236300	RLP1105WT3	\$174.36	05/11/2006	3281924		11/07/2005	1		
109	Southwest TN	TRACE GROUP HOME INC V62150573300	0206T	\$699.00	04/20/2006	5160658		02/18/2006	0		
110	Southwest TN	TRACE GROUP HOME INC V62150573300	0905AA	\$108.38	04/25/2006	3085284		09/20/2005	0		

Invoice #	Amount	Inv Date	Client Id	Child Name	DOSF	DOST	Hold Description	Hold Date	Contract #	Rel #	FY
06L3MT	\$298.90	05/10/2006	825214	Terry,Marcus Anthony	02/02/2006	02/03/2006	AP - Non-Month Inv Submit	05/12/2006	H3C000025	125	2006
ICANC002	\$1,514.50	05/10/2006	1544924	Duncan,Casey Aaron	02/01/2006	02/13/2006	AP - Non-Month Inv Submit	05/12/2006	H2S000015	10	2006
MON033	\$116.50	05/12/2006	667526	Simmons,Matthew	03/12/2006	03/12/2006	AP - Non-Month Inv Submit	05/12/2006	H2S000015	27	2006
WMWE11918	\$435.90	04/06/2006	2006330	Thomas,Wendy M	12/01/2005	12/05/2005	AP - Non-Month Inv Submit	04/13/2006	H2C000035	848	2006
WMWE11918~	\$2,266.68	04/06/2006	2006330	Thomas,Wendy M	12/06/2005	12/31/2005	AP - Non-Month Inv Submit	04/13/2006	H2C000035	848	2006
0595	\$1,799.49	05/12/2006	1033800	Franklin,Travon	10/13/2005	10/31/2005	AP - Non-Month Inv Submit	05/12/2006	HFT000026	268	2006
205WT3	\$87.18	05/11/2006	1220684	Cain,Danielle N.	12/03/2005	12/03/2005	AP - Non-Month Inv Submit	05/12/2006	H2C000046	156	2006
1105WT3	\$174.36	05/11/2006	3281924	Peery,Rebecca Lynn	11/07/2005	11/08/2005	AP - Non-Month Inv Submit	05/12/2006	H2C000046	64	2006
06T	\$699.00	04/20/2006	5160658	Falls,Kendrick T	02/18/2006	02/23/2006	AP - Non-Month Inv Submit	04/27/2006	H2P000044	18	2006
05AA	\$108.38	04/25/2006	3085284	Wagner,Teon N	09/20/2005	09/20/2005	AP - Non-Month Inv Submit	04/27/2006	H2P000025	24	2006

The Invoices on Hold report lists all invoices that are currently on hold in payables and not being processed for payment. The 'Hold Description' column gives some indication of the problem. The regions are asked to resolve holds each month. The holds include:

AP – Non-Month Inv Submit – this indicates the invoice was submitted more than 30 days after the correct authorization was entered in the system and available for you to invoice against. Invoices are supposed to be submitted within 30 days (per the contract) or are subject to a penalty.

Qty Ord – The authorization was edited after the invoice was submitted and now does not have enough days on it to support the invoice (usually this means a break was entered late). Usually the invoice must be cancelled so the authorization can be corrected, and then you can re-invoice.

Invoices Submitted by Invoice Date Report

The screenshot shows the Oracle Discoverer 4i Viewer interface. At the top, the Oracle logo and 'Discoverer 4i Viewer' are displayed. A navigation bar includes links for 'New Connection', 'Open Workbook', 'Options', 'Exit', and 'Help'. Below this, a tab labeled 'Sheet 1' is visible. The main content area contains a message: 'Please select values for the following parameters. To change these values later, click the "Edit Parameters" link.' There are three input fields: 'Enter Start Date Range for Invoices' with a date picker set to '06/30/2005' and a 'REQUIRED FIELD' label; 'Enter Stop Date for Range of Invoices' with a date picker set to '06/30/2005' and a 'REQUIRED FIELD' label; and 'Enter Fiscal Year in "YYYY" Format' with a text box containing '2005' and a 'LEAVE BLANK for ALL Available Data' label. An 'Apply Parameters' button is located below the input fields. At the bottom, there is a footer with copyright information: 'Copyright ©2000 Oracle Corporation. All rights reserved.', a 'Show XML' link, and version information: 'Oracle Discoverer 4i Viewer (Release 4.1.48.06.00)' and 'Oracle Technology Network'.

For this report, you may specify the Invoice Start Date and Invoice End Date as parameters. These are invoice submission dates, not dates of service. If you have a large volume of invoices, run this report for a limited date range. If you enter a fiscal year, the resulting list will only include invoices submitted during that date range for the fiscal year you specified.

Click 'Apply Parameters' to continue.

Note: When an invoice has been cancelled you will see two rows on the report for the invoice; one negative, and one positive. These two rows net to zero and the invoice is no longer valid. Occasionally an invoice is adjusted downward by payables (if they are notified before payment that the invoice covers too many days). In these situations there are three rows for the invoice on this report: the full amount positive, the full amount reversed (negative) and then the adjusted amount positive. The adjusted amount is the amount that gets paid. Run the child invoice history report for a cleaner view of the data.

Invoices Submitted Report - continued

DCS Invoices Submitted by Invoice Date Report (Vendor)											
17-MAY-06 12:59:36 PM											
Report Invoice Start Date Range : '06/30/2005', Invoice Stop Date Range : '06/30/2005', Fiscal Year Entry : '2005'											
	Invoice Date	Invoice #	Status	Approval Date	Invoice Paid	Check Date	Check #	Contract #	Region	Region Name	Client Id
1	06/30/2005	2 JUN 1120 W	Approved	07/02/2005	Yes	07/13/2005	Q439792	H2C000014 - 1514	027	Hamilton County	1332784
2	06/30/2005	2 JUN 1429 F	Approved	07/05/2005	Yes	07/13/2005	Q439792	H2C000014 - 1515	047	Shelby County	4101344
3	06/30/2005	2 JUN 1005 R	Approved	07/02/2005	Yes	07/13/2005	Q439792	H2C000014 - 1513	027	Hamilton County	70262
4	06/30/2005	2 MAY 1429F1	Approved	07/05/2005	Yes	07/13/2005	Q439792	H2C000014 - 1515	047	Shelby County	4101344
5	06/30/2005	2 MAY 1792J3	Approved	07/01/2005	Yes	07/13/2005	Q439793	H2C000014 - 933	034	South Central TN	2975202
6											
7	06/30/2005	3 JUN 5277 H	Approved	07/02/2005	Yes	07/13/2005	Q439802	H3C000012 - 2375	027	Hamilton County	2517864
8	06/30/2005	3 JUN 4418 A	Approved	07/02/2005	Yes	07/13/2005	Q439802	H3C000012 - 2379	027	Hamilton County	76958
9	06/30/2005	3 MAY 6532D4	Approved	07/05/2005	Yes	07/13/2005	Q439802	H3C000012 - 2378	047	Shelby County	1696370
10	06/30/2005	3 APR 9773 NDM	Approved	06/30/2005	Yes	07/13/2005	Q439808	H3C000012 - 1923	011	Northeast TN	3463290
11											
12	06/30/2005	1 JUN 9981 S	Approved	07/02/2005	Yes	07/13/2005	Q439810	HFC000027 - 523	027	Hamilton County	643588
13											
14											

Region Name	Client Id	Client Name	# Days	Invoiced Amount	Invoice Begin Date	Invoice End Date	Rsm
Hamilton County	1332784		30	\$2,615.40	06/01/2005	06/30/2005	Stephens, Debra R
Shelby County	4101344		30	\$2,615.40	06/01/2005	06/30/2005	Simpson, Kevin D
Hamilton County	70262		30	\$2,615.40	06/01/2005	06/30/2005	Stephens, Debra R
Shelby County	4101344		10	\$871.80	05/22/2005	05/31/2005	Simpson, Kevin D
South Central TN	2975202		8	\$697.44	05/01/2005	05/08/2005	Gentry, Tony A
			Contract Totals: 108	\$9,415.44			
Hamilton County	2517864		30	\$4,483.50	06/01/2005	06/30/2005	Stephens, Debra R
Hamilton County	76958		30	\$4,483.50	06/01/2005	06/30/2005	Stephens, Debra R
Shelby County	1696370		9	\$1,345.05	05/17/2005	05/25/2005	Raju, Ravi
Northeast TN	3463290		<15>	-\$2,241.75	04/14/2005	04/28/2005	Hathaway, Michelle D
			Contract Totals: 54	\$8,070.30			
Hamilton County	643588		30	\$1,461.00	06/01/2005	06/30/2005	Stephens, Debra R
			Contract Totals: 30	\$1,461.00			
			Grand	\$18,946.74			

Invoices Submitted Report - continued

This report includes information about invoices that have been submitted for payment within the date range specified. The fields shown include:

Invoice Date
Invoice Number
Status
Invoice Paid (Yes/No)
Check Date
Check Number
Contract Number-Release Number
Region (Code)
Region Name
Client ID
Client Name
Bed Days Invoiced
Amount Invoiced
Invoice Begin Date (DOSF)
Invoice End Date (DOST)
RSM (Resource Manager)

Invoices Submitted by Service Date Report

The screenshot shows a web-based parameter selection interface. At the top left, there is a tab labeled 'Sheet 1'. The main heading reads: 'Please select values for the following parameters. To change these values later, click the "Edit Parameters" link.' Below this, there is a text input field with the label 'Enter value for Inv Begin Date' and the value '2006/03'. To the right of the input field is the text 'REQUIRED FIELD'. Below the input field is a button labeled 'Apply Parameters'. At the bottom of the page, there is a footer with three items: 'Copyright ©2000 Oracle Corporation. All rights reserved.', a link 'Show XML', and 'Oracle Discoverer™ 4i Viewer (Release 4.1.48.06.00) Oracle Technology Network'.

In the parameter field, enter the year and month for which you want to list invoices. This list will include all invoices submitted for dates of service falling in that month and year.

The report layout is the same as the 'Invoices Submitted by Invoice Date' report.

Paid Invoices Report

Discoverer 4i Viewer: REPORTS.DCS Paid Invoices Report ->Sheet 1 (KHELMs@OMNIVISIONS.COM @ EIFT - Microsoft Internet Explorer)

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Address https://dcselft.state.tn.us/discoverer4i/viewer?nls=en-us&wbk=DCS_PAID_INVOICES_REPORT&wsk=22&us=khelms~40omnivisions.com&pg=1&eul=EUL4_US&qp_Check~2i Go Links

Parameters

[Hide Parameters](#)

Fiscal Year Entry:

Check Begin Date: 01-JUN-2005

Check End Date: 15-JUN-2005

[Edit Parameters](#)

Data

[Hide Data](#)

DCS Paid Invoices Report

12-JUL-0502:53.14 PM

Report Fiscal Year Entry: 'NULL', Check Begin Date: '01-JUN-2005', Check End Date: '15-JUN-2005'

Vendor Name

Page 1 25 Rows per Page

	Check Date	Check#	Inv Dt	Invoice NUM	DOSF	DOST	#Days	Amount Invoiced	Amount Paid	Client Id	Client Name	Release#	Item Name	Auth Begin	Auth End
1	09-JUN-2005	Q390893	13-MAY-2005	BARNK14592NE	01-APR-2005	30-APR-2005	30	\$2,615.40	\$2,615.40	168760		H2C000011 - 2021	Level 2 Continuum Placement	01-APR-2005	30-APR-2005
2	09-JUN-2005	Q390893	13-MAY-2005	BARNSC4593NE	01-APR-2005	30-APR-2005	30	\$2,615.40	\$2,615.40	167918		H2C000011 - 2024	Level 2 Continuum Placement	01-APR-2005	30-APR-2005
3	09-JUN-2005	Q390893	13-MAY-2005	CAVIAA4594NE	01-APR-2005	30-APR-2005	30	\$2,615.40	\$2,615.40	1716168		H2C000011 - 2028	Level 2 Continuum Placement	01-APR-2005	30-APR-2005

Done Trusted sites

	DOST	#Days	Amount Invoiced	Amount Paid	Client Id	Client Name	Release#	Item Name	Auth Begin	Auth End	Region	Region Name	Approver	RSM	FY
	30-APR-2005	30	\$2,615.40	\$2,615.40	168760		H2C000011 - 2021	Level 2 Continuum Placement	01-APR-2005	30-JUN-2005	011	Northeast TN	Johnson, Christopher T	Michelle Hathaway	2005
	30-APR-2005	30	\$2,615.40	\$2,615.40	167918		H2C000011 - 2024	Level 2 Continuum Placement	01-APR-2005	30-JUN-2005	011	Northeast TN	Johnson, Christopher T	Michelle Hathaway	2005
	30-APR-2005	30	\$2,615.40	\$2,615.40	1716168		H2C000011 - 2028	Level 2 Continuum Placement	01-APR-2005	30-JUN-2005	011	Northeast TN	Johnson, Christopher T	Michelle Hathaway	2005

Done Trusted sites

Edit Table Layout

ORACLE Discoverer™ 4i Viewer

[New Connection](#) [Open Worksheet](#) [Options](#) [Exit](#) [Help](#)

Table Layout [Return to previous page](#)

To change the layout of information in your Worksheet, use the drop-down lists below to specify the position of each item.

Page Items

Vendor Name Check Number

Top Axis

Check Date Inv Date Invoice Number Dost Dost

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It may be helpful to change the report layout to include the check number in the header. This will show you payment details for one check at a time.

Parameters

[Hide Parameters](#)

Fiscal Year Entry:

Check Begin Date: 01-JUN-2005

Check End Date: 10-JUN-2005

[Sort Parameters](#)

Data

[Hide Data](#)

DCS Paid Invoices Report 12-JUL-05 03:06:53 PM

Report Fiscal Year Entry: 'NULL', Check Begin Date: '01-JUN-2005', Check End Date: '10-JUN-2005'

Vendor Name Check#

Page 1 25 rows out of 1004

	Check Date	Inv Dt	Invoice NUM	DOSF	DOST	#Days	Amount Invoiced	Amount Paid	Client Id	Client Name	Release#	Item Name	Auth Begin	Auth End	Re
1	09-JUN-2005	13-MAY-2005	BARNKI4592NE	01-APR-2005	30-APR-2005	30	\$2,615.40	\$2,615.40	168760		H2C000011 - 2021	Level 2 Continuum Placement	01-APR-2005	30-JUN-2005	011
2	09-JUN-2005	13-MAY-2005	BARNSC4593NE	01-APR-2005	30-APR-2005	30	\$2,615.40	\$2,615.40	167918		H2C000011 - 2024	Level 2 Continuum Placement	01-APR-2005	30-JUN-2005	011
3	09-JUN-2005	13-MAY-2005	CAVIAA4594NE	01-APR-2005	30-APR-2005	30	\$2,615.40	\$2,615.40	1716168		H2C000011 - 2028	Level 2 Continuum Placement	01-APR-2005	30-JUN-2005	011
4	09-JUN-2005	13-MAY-2005	COLLCR4597NE	01-APR-2005	30-APR-2005	30	\$2,615.40	\$2,615.40	2290098		H2C000011	Level 2	01-APR-2005	30-JUN-2005	011

This report provides a complete recap of payments from DCS. Use this report when posting payments; use the child invoice history report for information about payments for a specific child.

Paid Invoices Report - Continued

The Paid Invoices Report shows the following fields:

Vendor Name
Check Date
Check Number
Invoice Date
Invoice Number
Date of Service From (DOSF)
Date of Service To (DOST)
Days (paid on the invoice)
Amount Invoiced
Amount Paid (almost always the same)
Client ID
Child Name
Release # (contract and release numbers)
Item Name (placement description)
Authorization Begin Date
Authorization End Date (the entire authorization date range; not the invoice date range)
Region (region code)
Region Name
Approver (individual who approved or rejected the invoice)
RSM (resource manager)
Fiscal Year (contract year the invoice is associated with)

Placement Change History Report

DCS Placement Change History Report											
17-MAY-06 01:40:47 PM											
Reported On Begin Date : '07/01/2005' , Reported On End Date : '08/31/2006'											
Page 1 25 rows per page											
	Vendor Name	Region	Client Id - Child Name	Current Location	New Location	DOSF	DOST	Chg Type	Other Location Defn	Reported By	Repr
1	YOUTH	Davidson County	00000	Youth Villages Memphis Office	Youth Villages (Permanence)	11/04/2005	11/07/2005	Temp	Child was on	Lisa Copeland	11/01
2		Davidson County		Youth Villages Memphis Office	Youth Villages (Permanence)	11/04/2005	11/07/2005	Temp		Lisa Copeland	11/01
3		Davidson County		Deer Valley	NULL	12/09/2005	NULL	Perm		Lisa Copeland	12/11
4		Davidson County		Deer Valley	NULL	12/12/2005	NULL	Temp		Lisa Copeland	12/11
5		Davidson County		Deer Valley	NULL	12/15/2005	NULL	Perm	Youth Villages on	Lisa Copeland	12/11

Reported By	Reported On	Confirmed By	Penalty Ind	Confirmation Type	Confirmed On
Lisa Copeland	11/08/2005	Carol Wiser	YES	Approved_WOP	11/11/2005
Lisa Copeland	11/08/2005	Carol Wiser	YES	Approved_WOP	11/11/2005
Lisa Copeland	12/12/2005	Brandy Waddell	NO	APPROVED	12/22/2005
Lisa Copeland	12/14/2005	Katashai Byars	YES	Approved_WP	12/16/2005
Lisa Copeland	12/19/2005	Katashai Bvars	YES	Approved_WP	12/20/2005

The Placement Change History report recaps all placement changes reported by your agency for a specified date range. The 'Confirmation Type' column tells you the approval status of the placement change.

Placement Change History Report - Continued

These types are:

Approved – placement change submitted in a timely manner and approved by DCS

Approved_WOP – placement change submitted more than 24 hours after the move, but approved without a penalty assessment.

Approved_WP – placement change submitted more than 24 hours after the move and approved with a penalty (it is then up to DCS payables to assess penalties according to contract provisions).





Effective with the TNKids build on 6/5/06 the placement change module will include a field for the incident time and will also track the time the incident report is submitted. This will improve the penalty eligibility calculation accuracy in the system.

Provider Client List Report

DCS Provider Client List Report
17-MAY-06 01:55:26 PM
Report Child Name Entry : 'NULL' , Vendor Name Entry : 'NULL' , Fiscal Year Entry : 'NULL'

Vendor

Fiscal Year
2006

  Page 1  

25 rows per page

	Client Name	Client Id	Client DOB
1		6048750	05/16/1992
2		6048750	05/16/1992
3		5099556	02/27/1992
4		317462	10/29/1984
5		4750308	01/06/1989
6		175570	08/03/1989
7		3203330	04/20/1996
8		3746054	06/05/1989
9		3656198	07/10/1991
10		306674	08/03/1991
11		508042	07/19/1993
12		262548	04/20/1995
13		306678	08/01/1992
14		5792988	06/26/1992
15		1855638	05/11/1993
16		1846000	08/09/1991
17		3223610	07/22/1993

This report gives providers a way to 'look up' the TNKids client ID for children assigned to your agency. You can enter parameters to limit the data returned by the query. For example, to see only children with the last name Smith, enter Smith% in the name parameter field (last name first, % is the wildcard):

Provider Client List Report - Continued

Please select values for the following parameters. To change these values later, click the "Edit Parameters" link.

Enter Child OR 1st Part of Last Name	<input type="text" value="Smith%"/>	LEAVE BLANK FOR ALL AVAILABLE DATA
Enter Vendor Name OR 1st Part of Vendor Name	<input type="text"/>	LEAVE BLANK FOR ALL AVAILABLE DATA
Enter Fiscal Year in "YYYY" Format	<input type="text"/>	LEAVE BLANK FOR ALL AVAILABLE DATE

Apply Parameters

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Un-Invoiced Children Report (Provider)

DCS Un-Invoiced Children Report (Provider)
Report Date & Time 17-MAY-06 02:01:14 PM

Provider Name:

Page 1 25 rows displayed

	Region	Contract	Client Id - Child Name	DOSF	DOST	Auth Days	Rate	Amount	Remarks - Status	RSM	Reported Da
1	Davidson County	H3N000015-200		01/21/2006	01/31/2006	11	\$160.73	\$1,768.03	Testing 3/28/06	Julie Reik	03/28/2006
2	Mid-Cumberland	H2C000038-200		11/30/2005	11/30/2005	1	\$87.18	\$87.18	needs auth		01/03/2006
3	Hamilton County	H3C000031-200		11/27/2005	11/30/2005	4	\$149.45	\$597.80	needs auth		01/03/2006
4	Mid-Cumberland	H3C000031-200		11/25/2005	11/30/2005	6	\$149.45	\$896.70	hospital break needed		01/03/2006
5	Davidson County	H3C000031-200		11/23/2005	11/30/2005	8	\$149.45	\$1,195.60	needs auth for being at Nash Int		01/03/2006
6	Mid-Cumberland	H2C000038-200		11/22/2005	11/30/2005	9	\$87.18	\$784.62	needs auth		01/03/2006
7	Davidson County	H2C000038-200		11/17/2005	11/30/2005	14	\$87.18	\$1,220.52	needs auth		01/03/2006
8	Davidson County	HL4000008-200		11/17/2005	11/30/2005	14	\$312.00	\$4,368.00	needs auth		01/03/2006
9	Hamilton County	H3C000031-200		11/16/2005	11/30/2005	15	\$149.45	\$2,241.75	needs auth		01/03/2006
10	Davidson County	H2C000038-200		11/14/2005	11/30/2005	17	\$87.18	\$1,482.06	needs auth		01/03/2006

Reported Date	Last Updated	Reported By
03/28/2006	03/28/2006	
01/03/2006	01/03/2006	
01/03/2006	01/03/2006	
01/03/2006	01/03/2006	
01/03/2006	01/03/2006	
01/03/2006	01/03/2006	
01/03/2006	01/03/2006	
01/03/2006	01/03/2006	
01/03/2006	01/03/2006	
01/03/2006	01/03/2006	

The Un-Invoiced Children report recaps all information reported by your agency on children for which you are currently not able to invoice. Please update the information in this system by accessing the Un-Invoiced Children module in the TNKids Financials system.

Un-Invoiced Releases Report (Vendor)

Sheet1

Please select values for the following parameters. To change these values later, click the "Edit Parameters" link.

Enter Cut-off Date Enter Cut-off Date
(example : 03/19/2005)

Enter Fiscal Year in "YYYY" Format LEAVE BLANK for ALL Available Data

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The cut-off date is the ending date for the authorizations you want to include in this report. For best results, this should be the last day of the current invoicing month. For example, in mid-July 2005, Providers are actively invoicing for June; therefore, the appropriate cut-off date for this report is June.

Now that we are into FY06, the fiscal year parameter is also important. If you run the report in August with a cut-off date of July 31, 2005; enter fiscal year 2006 to exclude any unresolved FY05 outstanding releases. If you leave the fiscal year field blank, you will get all outstanding releases through 7/31/05; including those for FY05.

REPORTS.DCS Un-Invoiced Releases Report (Vendor) - Sheet 1

[Return Query](#) | [Table Legend](#) | [Presentation Options](#) | [Printer-Friendly Version](#) | [Report Data](#)

Parameters
[Show Parameters](#)

Data
[Hide Data](#)

DCS Un-Invoiced Releases Report (Vendor)
 Do NOT invoice incorrect Authorizations; Penalties may Arise!
 Do Not Invoice Incorrect Authorizations; Notify the Region and Wait for a Corrected Authorization.
 14-SEP-05 12:51:17 PM
 Report Cut Off Date : 06/30/2005, Fiscal Year Entry : 2005

Page 1 25 rows per page

	Vendor Name	Region	Contract #	Release #	Client Id Name	Start Date	End Date	Days Auth	Days Selected
1	YOUTH VILLAGES V58171697000	Davidson County	H3C000012	2229		05/27/2005	05/30/2005	35	35
2									
3	YOUTH VILLAGES V58171697000	Davidson County	HFC000027	525		02/20/2005	05/27/2005	97	97
4									
5	YOUTH VILLAGES V58171697000	Davidson County	HL4000004	60		03/30/2005	03/30/2005	1	1
6									

Un-Invoiced Releases Report (Vendor) - Continued

Start Date	End Date	Days Auth	Days Selected	Qty Invoiced	Un-Invoiced	Price	Amount Un-Invoiced	RSM (Buyer)	Region
05/27/2005	06/30/2005	35	35	0	35	\$149.45	\$5,230.75	Carol Wiser	037
							Contract Total: \$5,230.75		
02/20/2005	05/27/2005	97	97	96	1	\$48.70	\$48.70	Carol Wiser	037
							Contract Total: \$48.70		
03/30/2005	03/30/2005	1	1	0	1	\$312.00	\$312.00	Carol Wiser	037
							Contract Total: \$312.00		
							Region Total:		

This report lists releases in the system through a specific date with days not yet invoiced. The fields included are:

Vendor Name

Region (Name)

Contract #

Release #

Client ID – Name

Start Date (Authorization)

End Date (Authorization)

Days Auth – total number of days on the authorization (start date through end date)

Days Selected – days from the start of the authorization through the cut-off date

Qty Invoiced – number of days invoiced against the authorization

Un-Invoiced – number of days not yet invoiced on the authorization

Price – contract daily rate

Amount Un-Invoiced – number of days not yet invoiced times the daily rate

RSM

Region (Code)

Error Messages

Most error messages give a clear explanation of the problem. Read the message carefully to determine the correct course of action. For resolution:

Problem/Error Message	Contact
Missing Authorization	Regional Resource Manager (RSM).
Resource Home Error	Make sure Resource Home data is current. If you still need assistance, contact the Child Placement and Private Providers Division at 1-615-741-8905.
Odd system behavior	Log out, close your browser window and start again. If that does not solve the problem, log a ticket with the DCS Help Desk and include print screens of the problem.

Invoice Validation Date Errors

Service Start Date 'Date' should be less than Today's Date ('Today's Date')

You cannot invoice future dates.

To correct: Enter a Start Date prior to the current date or wait and invoice at a later date.

Service End Date 'Date' should be less than Today's Date ('Today's Date')

You cannot invoice future dates.

To correct: Enter an End Date prior to the current date or wait to invoice on a later date.

Service Start Date 'Date' should be less than Service End Date 'Date'

The invoice end date must be later than the invoice start date.

To correct: Enter a Service Start Date prior or equal to the Service End Date.

Service End Date 'Date' should be less than or equal to the Authorization End Date 'Date'

Indicates Service End Date entered is after the Authorization End Date.

To correct: Enter a Service End Date prior to or equal to the Authorization End Date.

Service Start Date 'Date' should be greater than or equal to Authorization start Date 'Date'

Indicates Service Start Date entered precedes the Authorization Start Date.

To correct: Enter a Service Start Date greater than or equal to the Authorization Start Date.

Service Start Date 'Date' already exists (Interface table) in Invoice Number 'Number' or

Service End Date 'Date' already exists (Interface table) in Invoice Number 'Number'

Indicates date(s) entered have already been invoiced for this authorization

To correct: Submit un-invoiced dates. Check the 'Child Invoice History' Discoverer report to verify invoiced dates. Once verified, if the dates prove not to be previously invoiced, please submit a help desk ticket.

Service Start Date 'Date' already exists in Invoice Number 'Number' or

Service End Date 'Date' already exists in Invoice Number 'Number'

Indicates date(s) entered have already been invoiced for this authorization

To correct: Submit un-invoiced dates. Check the 'Child Invoice History' Discoverer report to verify invoiced dates.

Service Start Date 'Date' should be greater than TNKids Placement Begin Date 'Date' or

Service End Date 'Date' should be less than TNKids Placement End Date 'Date'

Indicates the Service Start Date is outside the range of the client placement record in TNKids.

To correct: Enter a Service Start Date within range of client placement or ask the RSM to adjust the client placement record in TNKids.

Invoices can only be submitted for the same month as the Placement Start Date.

Please use the Back button and change the Service End Date to the last day of the month. After submitting this invoice, you may submit another Invoice for the remaining authorized days for the following month.

Invoices cannot include days from more than one calendar month. Submit a separate invoice for each calendar month.

To correct: Adjust dates submitted to coincide with current billing cycle.